Department of Veterans Affairs
Decentralized Hospital Computer Program

VOLUNTEER MANAGEMENT

USER MANUAL

Version 4.0

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with the assistance of the
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Preface

This manual is designed to provide users of the Volunteer Management package with the information necessary to use their local (DHCP) computer system to record volunteer data and maintain related information. The Volunteer Management package automates many procedures that were previously done manually.

Functional modules of the Volunteer Management package include:

Daily Timekeeping Menu

Allows the user to keep track of volunteer hours worked. Records which organization and service the volunteer represents. Allows the user to make corrections and deletions. Displays activities of an individual volunteer over a specified period of time. Allows for batch deletions of old data transmitted. Allows for the tracking of Occasional Volunteer hours worked.

Master File Maintenance Menu

Allows registration of new volunteers into the master file, and reactivation of terminated volunteers. This menu has the ability to inquire into a volunteer's master file data, add/edit new combination codes or delete old ones, edit volunteer names, edit hours, years, and award information in the Austin AC, mark or unmark a master record for transmission to the Austin AC and print address labels. It also allows you to update sex codes in your local system.

Time Card Maintenance Menu

Used *after* the roll up has run and compiled all volunteer hours worked. Allows the user to edit time cards, make additions or deletions, backdate time cards, merge two separate time cards into one, and add award codes to time cards. This module will also allow you to suspend and release transmission of selected time cards.

Transmission Menu

Explains how to transmit volunteer time cards to the Austin Finance Center in Texas. Allows the user to roll up daily record hours and create time cards for every volunteer. Contains options to transmit all data, including 06, 07, and Master file additions and changes to the Austin AC. Allows rejected time cards to be marked for retransmission either individually or an entire month of cards at one time.

Auto Log-in Management Menu

This option allows volunteers to register themselves for duty by using a simple computer sign-on code or bar-coding. It transfers daily timekeeping entries to a permanent file and starts-up and cancels the volunteer automatic log-in program.

Reports Menu

Prints out various reports detailing volunteer hours credited to each organization, hours worked per volunteer by service, plus many useful summary reports. The menu also provides an assortment of reports for occasional hours.

User Utility File Maintenance Menu

Gives the user the ability to edit the Site Parameters file. Allows addition and deletion of award codes, organization codes, scheduled workday codes, and service assignment codes.

Meal List Management Menu

This menu manages the volunteer meal program. It generates the canteen meal form or meal ticket, allows for adding and deleting volunteers from the meal list, and prints/displays a list of all volunteers signed in for lunch on the day requested. It also allows you to purge old meal lists.

If you are not familiar with using DHCP, please read the section titled Data Entry conventions on page 7 of this manual. It will give you many helpful tips on how to make the best use of your computer.

We give special thanks to the Washington Information Resources Management Field Office for their assistance in the development of this software.

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Introduction

If you eliminate the middle man and make a profit, that's good business. If you consider saving time the same as making a profit, then the Volunteer Management package is going to benefit you. Using this program will allow you to track volunteer time and report it to the Austin AC simply and quickly.

Package Functional Description

What the Volunteer Management package does is speed up the process of entering volunteer time into the computer. Here's how it works:

Volunteer hours are recorded by the volunteer directly into the computer or by staff directly from the time sheet. The software allows you to post, edit, view, delete, and otherwise manipulate any volunteer data entered for any given date. You can also produce statistical reports detailing volunteer activities for a given time period or provide lists of any data stored in the Master file. The computer will tell you how many hours a volunteer has worked for a particular service, which organizations have the most hours accumulated, and where your volunteer resources have been assigned. The Volunteer Management package allows you to transmit all your data to the financial center in Austin, Texas via the computer. It will tell you if your data has been accepted or rejected and let you make the necessary corrections. You can hold or suspend any data you do not want transmitted. Volunteer information is kept in a master file that you can edit to add new volunteers as they come on board. You also have options that let you edit and/or assign new combination codes for volunteers. New time cards can be created, edited, or merged as needed.

The Volunteer Management package can also do the following for you:

1. Reduce the staff's time spent posting hours and combination codes.
2. Automatically generate meal lists or meal tickets for use in the Canteen.
3. Provide printouts of volunteer data at the beginning of the month.

Your Volunteers can simply walk up to a CRT and sign themselves in. They will have their own unique and personal log-in Codes based upon a simple formula (first initial of their last name + last four SSN digits: If Hattie Smith's SSN number is 455-45-9009 her log-in code would be S9009). If the volunteer has more than one assignment, he/she will select the day's assignment and enter the number of working hours for that day. All of this data is recorded by the computer. Volunteers can also tell the computer if they intend to eat lunch and, when authorized, the computer will print a meal list for the day or provide an individual meal ticket for the volunteer.

So What's In It For Me?

The advantages of this system are readily apparent:

1. Saves time spent compiling time information and posting hours.
2. Eliminates errors.
3. Lightens workload.
4. System produces a variety of reports on the spot.
5. Data is transmitted instantly via the computer directly to the Austin AC.

And if you decide to implement the Automatic Log-in option:

6. Allows volunteers to log themselves into the system and automatically keeps track of their hours worked.
7. Generates a meal listing for Canteen Service or an individual volunteer meal ticket.

Related Documentation

VA FileMan User Manual	Since much of the Volunteer Management package is based upon VA FileMan, we recommend you read Chapter 2. This chapter deals with how to answer standard computer prompts. This manual will also tell you how to print out data dictionaries through FileMan should you wish to examine any of the file structures.
User's Guide to Computing	This booklet is part of the Integrated Fund Distribution Control Point Activity Accounting and Procurement (IFCAP) documentation and should be readily available from your IRM department if your site is running IFCAP. It contains a very informative overview of DHCP computing including how to interact with a computer system.
Volunteer Management Technical Manual	Although geared more toward IRM and your Site Manager, this manual details menus, file structures, package security, and explains how to install the program on your computer system.

How To Use This Manual

Step 1 - Read all of the introductory section. It provides an overview of the major components of the system and what they can do for Voluntary Service. This will help you to decide if the package is useful for your site.

Step 2 - If this is your first exposure to using the VA DHCP System, read the section titled Data Entry Conventions and On-Line Documentation of this manual.

Step 3 - Once a decision has been made to install the package, read the Implementation Guide for Voluntary ADP Coordinator section. This provides detailed instructions on how to coordinate activities with your friendly local IRM folks so that the program can be installed at your site.

Implementation Guide For ADP Coordinator

First things first. Before using the Volunteer Management Software, your friendly neighborhood site manager will have to install the program on the computer system. This segment explains what your IRM staff will be doing for you and what you can do to assist them.

Voluntary ADP Coordinators Should:

1.   Make sure your IRM staff has copies of:
    a.   The Volunteer Management User Manual.
    b.   The Volunteer Management Technical Manual.
    c.   The Volunteer Management Release Notes.
    d.   The Volunteer Management Installation Guide.
    e.   The Volunteer Management Security Guide.

2.   Ask your IRM staff if they have received a tape or mail message with the appropriate ABSV routines for installation. Questions about obtaining a copy of the routines can be directed to your regional IRMFO (your site manager knows how to contact them).

3.   Tell the Site Manager which menus to assign your personnel. See Attachment E for the complete menu structure.

4.   Assist in setting up the initial Site Parameters file explained below.

5.   Carefully review the lists for organization codes and service assignment codes. These can be reviewed by using the Utility File Maintenance Menu. Be sure that all codes are compatible to your station (Example: 900 codes for organizations or 800 codes for local service assignments) *Do not* delete codes that your station does not use.

6.   Submit a request for an additional CRT(s) if you will be setting up the Automatic Volunteer Log-in section of this program.

What Your Site Manager Will Do:

1.   Decide where to locate the package, considering the available disk space.

2.   Do a complete system backup before installing the software.

3.   Make sure your system is running version 17.3 of FileMan (or higher).

4.   Load the ABSV routines into your Test or Production account.

5.   Follow the installation guide exactly!

6.   Delete ABSVI init routines from your system.

7.   Assign appropriate menus such as the following:
ABSV TIMEKEEPING MASTER to Chief Voluntary Service and appropriate staff.
ABSV VOLUNTEER to any designated volunteers.

8.   Assign the ABSV MGR. key to the Chief of Voluntary Service.

9.   Site Parameters (See User Utility File Maintenance Menu). Enter the first authorized user for each station. This person will then enter the other users and the appropriate meal ticket price, site name, and required hours for lunch, etc., in the Voluntary Service Site Parameters file. This information is usually site specific and determined by Voluntary Service.

10. Set up a public mailgroup called NST with the following specifications so that group members can receive confirmation messages from the Austin AC. Setting up a mailgroup is described below:

NAME: **NST**
Select Member: **SMITH, NANCY** (Add *ALL* Voluntary Personnel who will receive messages)
DESCRIPTION: **This Mail Group is used to record recipients of outgoing mail traffic of Voluntary Service Time Cards and incoming confirmation messages.**
TYPE: **PUBLIC**
ORGANIZER:
Select AUTHORIZED SENDER: **<RET>**   (NO AUTHORIZED SENDERS, LEAVE IT BLANK)
ALLOW SELF ENROLLMENT?:   **NO**

11. Make an entry in the DOMAIN file with the following attributes :

    NAME: Q-NST.VA.GOV
    FLAGS: SP
    RELAY DOMAIN: FOC-AUSTIN.VA.GOV

12. If you intend to implement the Automatic Log-in section of this program, you will need to locate CRTs in secure areas that are easily accessible to volunteers. The CRTs must be set up as a tied terminal which means it will be dedicated to the Voluntary program and will simply display text driven by the log-in program. If your station is running VAX or 486's, your device must be defined as a Host Initiated Connect Device in the system's Device files.

Special Note For Single Division Facilities

If you are a single site station (a station with only one station number) you should be aware that the examples in this manual will not always be exactly what you see on the computer screen. This software is designed to work with single and multiple division stations. Therefore, the computer will only ask your station number at the beginning of different options if you are a multiple division facility and have access to more than one of the divisions.

The computer program recognizes your facility as a multiple division based on the settings in your Site Parameter file. If you show more than one division in the file, the program will ask for your station number at the beginning of all options.

Data Entry Conventions & On-Line Documentation

Since the Volunteer Management package uses VA FileMan, you will find that there are some standard ways of getting things done. What we have provided below is a partial list of VA FileMan data entry techniques. You will find out how to delete entries, move around quickly within menus, ask the computer for help, etc. For further information consult the VA FileMan User Manual available from your friendly local IRM Site Manager.

On-Line Help Messages

Entering a single question mark (?) after a prompt will cause the computer to display instructions or a list of choices for responding to that prompt. This can be done at the menu level or at the field level within an option.

```
EX:    SITE NAME: ALTOONA VAMC //    ?

ANSWER WITH INSTITUTION NAME OR STATION NUMBER,
DO YOU WANT THE ENTIRE 315 ENTRY INSTITUTION LIST?    NO
SITE NAME: ALTOONA VAMC //  <RET>
```

Two question marks (??) will provide more detailed instructions to be displayed on the screen or a complete list of choices.

```
EX:  SITE NAME: ALTOONA VAMC //    ??

CHOOSE FROM:
ALBANY, NY
ALBUQUERQUE, NM
.... etc.
```

Entering three question marks (???) at the menu level causes detailed descriptions of what the menu options do to be displayed on the screen.

```
EX:  Select Volunteer Management Package Option:    ???

    "DAILY TIMEKEEPING MENU"
This menu contains the options necessary to enter and edit the Daily Records.

    "MASTER FILE MAINTENANCE"
This option allows the user to add or edit volunteer information contained in
the master file.

    ........etc.
```

Data Entry Conventions

Symbol/prompt	Meaning
@	Allows you to delete entries.
^	Moves you back a level in the menu or can be used to escape from a particular record being edited. In some cases, such as posting hours, this will also delete the entry.
<RET>	Means press the return key. This key enters data into the computer.
DEVICE	The DEVICE prompt is asking you what printer to use. You can either enter a device number or press the return key to accept the default which would cause the data to be printed on your CRT screen.
Replace/With	This is a way of editing data displayed on the screen. An example is provided below:

```
1>  Mary hadd a little lamb.  Its fleece as white
2>  as snow.  And everywhere that Mary went, the lamb

EDIT OPTION: Edit Line:  1
1> Mary hadd a little lamb.  Its fleece as white
REPLACE  hadd   WITH  had   REPLACE  <RET>
```

The system now returns the corrected text.

DATE/TIME ENTRY — There are various ways of entering dates and times into the computer system. Some of the varieties are listed below

NOW	Enters current date and time.
T	Enters today's date
T+1	Enters tomorrow's date
T-1	Enters yesterday's date
112593	November 25, 1993
11/25/93	" " " "
NOV 25, 1993	" " " "
25 NOV 93	" " " "
T@3:30	Today's date at 3:30 PM
11/25/93@3:30PM	Date is 11/25/93 at 3:30 PM

REQUEST QUEUED   Reports can be queued to print out at specific times. Here's how it's done

```
DEVICE: //  Q      QUEUE TO PRINT ON DEVICE: //    VOL1B

REQUESTED TIME TO PRINT: NOW//   <RET>

REQUEST QUEUED!
```

SPACE BAR/ RETURN   You can call up the last entry you worked with by entering a space and then pressing the Return key at any prompt

Daily Timekeeping Menu

This menu is designed to allow you to enter volunteer hours in the system for those volunteers not using the Auto Log-in. This includes regularly scheduled and occasional volunteers.

The main options included in this menu are listed below. Each of these options, except the Edit Daily Timekeeping Activity option, contain submenus. To the left is the shortcut synonym you can enter to select the option:

    P   Post Volunteer Hours Menu
            S   Single Day Postings
            M   Multiple Postings for One Volunteer
    E   Edit Daily Timekeeping Activity
    R   Remove Single Daily Time Activity Record
    V   View Daily Entries
    D   Delete All Daily Entries Thru One Month
    O   Occasional Volunteer Timekeeping Master Menu
            PO   Post Occasional Volunteer Time Sheet Entry
            E   Edit Occasional Volunteer Time Sheet Entry
            D   Delete A Single Time Sheet Entry
            PU Purge Occasional Time Sheet Entries

Post Volunteer Hours Menu

This menu is used when the automatic log-in program is not being used or for volunteers that do not sign themselves in on the computer. It keeps track of how many hours a volunteer has worked on any given day. It also records what organization the volunteer represents and which service he is working for at the medical center. The Post Volunteer Hours Menu options are:

> Single Day Postings
> Multiple Postings for One Volunteer

Note: The Austin AC will not accept any time card with more than 26 entries on it. If a volunteer works more than 26 times per month, we suggest you create a second time card with a slightly different combination to put the extra time on.

There are two ways you can post hours for a volunteer. The first one allows you to post hours for numerous volunteers for one day. The second option allows you to post up to an entire month of time for one volunteer. Let's look at the Single Day Postings Option first.

This option allows you to post hours for multiple volunteers for one day. It goes like this:

A time sheet provided by Voluntary Service is often used when entering the data for this option. An example of a time sheet is provided below:

TIME SHEET

NAME	DATE	ORGAN	SERVICE	TIME IN	TIME OUT
SMITH,HATTIE	10-18-93	RSVP	CHAPLAIN	8AM	3PM
JONES,DON	10-18-93	DAV	PHARMACY	9AM	2PM

As you can see, it contains information about how a volunteer spent his day. It has the volunteer's name, who he worked for, how long, etc. The computer is going to ask you for the answers to these questions.

If you make a mistake and enter time for the wrong combination or the wrong volunteer you can easily delete that entry. Simply re-enter the same volunteer and combination. This will bring the original entry to your screen. At the number of hours worked prompt, do an up arrow (^). This will delete the entry from the program.

If you use the (^) to exit from posting a daily record, that record *will be deleted in all cases*

Example 1: Single Day Postings

```
Select Volunteer Management Activity Option:    Daily Timekeeping
Select Daily Timekeeping Menu Option:    Post Volunteer Hours
Select Post Volunteer Hours Menu Option:    Single Day Postings


Select STATION NUMBER ('^' TO EXIT):    503    ALTOONA VAMC...
Select Posting DATE: 2/2/93
For Station 503,
Select Volunteer:    SMITH,JEREMY

Valid Combinations for SMITH, JEREMY at station 503 are:
```

```
1.  002H135     AMERICAN LEGION                  VOLUNTARY SERVICE

2.  017Q011C    DISABLED AMERICAN VETERANS     RECREATION

Select combination number:    1
NUMBER OF HOURS WORKED:    2     <Daily Record Completed.>

For FEB 2,1993:
For Station 503,
Select Next Volunteer:    COX,MARTHA

Valid Combinations for COX,MARTHA at Station 503 are:

1.  003H135   AMERICAN LEGION AUX.             VOLUNTARY SERVICE

2.  003I011C  AMERICAN LEGION AUX.        RECREATION SECTION

Select Combination Number:  1
NUMBER OF HOURS WORKED:    5     <Daily Record Completed>
```

The above transactions have recorded that Jeremy Smith and Martha Cox worked as volunteers on February 2, 1993. If the volunteer has only one assignment you will see the following:

```
Select Volunteer:    BROWN,BONNIE

Valid Combinations for BROWN,BONNIE at Station 503 are:

1.  078O119   UNAFFILIATED VOLUNTEER     PHARMACY SERVICE

Number 1 automatically selected.

NUMBER OF HOURS WORKED:    4    <Daily Record Completed.
```

Example 2: Multiple Postings for One Volunteer

If your station still uses some type of time card for recording hours, you would probably want to use the Multiple Postings for One Volunteer option. Here's how it works:

```
Select Volunteer Management Activity Option:    Daily Timekeeping
Select Daily Timekeeping Menu Option:    Post Volunteer Hours
Select Post Volunteer Hours Menu Option:    Multiple Postings for One
Select STATION NUMBER ('^' TO EXIT):    ALTOONA VAMC   ALTOONA VAMC...

Select Posting MONTH and YEAR:    0293    (FEB 1993)
Select Volunteer:  SMITH,HATTIE

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135   AMERICAN LEGION AUX.              VOLUNTARY SERVICE

   Number 1 automatically selected.

For SMITH,HATTIE and Combination 003H135
Select DAY NUMBER:    2    (FEB 02, 1993)   (Select the first day of the month
                                              the volunteer worked.)
NUMBER OF HOURS WORKED:    6    <Daily Record Completed.>

For SMITH,HATTIE and Combination 003H135
Select DAY NUMBER:    5    (FEB 05, 1993)
NUMBER OF HOURS WORKED:    6    <Daily Record Completed.>
```

   (When you have completed entering all time for this volunteer, it will allow   you to enter another volunteer for the same month as illustrated below.)

```
For SMITH,HATTIE and Combination 003H135
Select DAY NUMBER:    <RET>

For FEB 1993:
Select Next Volunteer:    <RET>
```

What Could Possibly Go Wrong?
Invalid Combinations

There are several situations where the computer might not accept the data you are entering. Fortunately it will tell you by responding with ?? or displaying an error message.

INVALID COMBINATION is an error message that occurs when the computer does not find a matching Organization Code or Service/Assignment Code for that volunteer in the master file. Let me explain what this means.

Your Voluntary Service Chief has preassigned three codes to every volunteer assignment; one for the organization with which the volunteer is affiliated, another representing the volunteer's work schedule, and a third designating which service the volunteer works for.

ORGANIZATION CODES   DAY CODES   SERVICE CODES

Disabled Amer. Vets = 017   Q=ROTATING   Chaplain = 108
Knights of Columbus = 156   H=MW   Dietetics = 120

So what happens when you combine these three codes into one? Of course! You get a COMBINATION CODE.

ORGANIZATION CODE + DAY CODE + SERVICE CODE = COMBINATION CODE

Every volunteer has their own combination code and maybe more than one. In fact, a volunteer is allowed to have as many as six different combinations at each station! If Hattie Smith is a volunteer representing Disabled American Veterans and she works every day for the Chaplain her combination code would look something like this:

HATTIE SMITH.............0175108

Organization   Day(s) Service

If the combination code you want to use does not show on the screen, you will need to edit the combination code through the Master File Maintenance Menu. This will allow you to enter or correct the combination code(s) for that volunteer.

Edit Daily Timekeeping Activity

Let's say a clerk has mistakenly posted the wrong hours worked for a number of volunteers. A fast way to change volunteer hours worked for a given date is to use the Edit Daily Timekeeping Activity. Of course, you could change the number of hours worked by using the Post Volunteer Hours option. But that would mean going through the entire file entry. If you have 20 or 30 time corrections to make it could be a very tedious procedure. Use the Edit Daily Timekeeping Activity to make fast corrections on the number of hours worked field.

Suppose on 10-21-93 volunteer Hattie Smith really only worked 4 hours instead of 6. Here is a sample of the dialogue used to change that entry:

Note: This option can only be used before the Roll Up at the end of the month.

```
Select Volunteer Management Activity Option:    Daily Timekeeping
Select Daily Timekeeping Menu Option:   Edit Daily Timekeeping

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...
Select VOLUNTEER:   SMITH,HATTIE

        1  10-17-93
        2  10-19-93
        3  10-21-93

        CHOOSE 1-3:   3

NUMBER OF HOURS WORKED: 6//   4

For Station 503,
Select VOLUNTEER:  <RET>
```

Remove Single Daily Time Activity Record

There might arise a situation where an erroneous time entry would have to be deleted from the file. You can use this option to do just that. It will erase bad entries as if they never existed. Let's say volunteer Hattie Smith is posted as having worked 6 hours for the Chaplain on Sept. 1, 1993. In reality, she was overseas visiting her sick grandmother on that date and nowhere near the medical center. At this point, it doesn't matter how the bad entry got in the file, let's just get rid of it! Here's how:

Note: *You should never delete entries already transmitted!*

```
Select Volunteer Management Activity Option:   Daily Timekeeping Menu
Select Daily Timekeeping Menu Option:   Remove Single Daily Time Activity Record

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET> ALTOONA VAMC...

Select DATE WORKED: 9/1/93

For Station 503,
Select VOLUNTEER:   SMITH,HATTIE

I am going to delete this entry.
Are you sure you want to do this? NO//   YES
ARE YOU SURE? YES//   Y   (YES)
   ...Sorry, This may take a fe w moments...

For Station 503,
Select Next Volunteer:   <RET>

Select Daily Timekeeping Menu Option:   <RET>
```

Notice that the computer asks you twice ARE YOU SURE you want to delete this entry? This is to safeguard against happy fingers that might slip a few keystrokes ahead of the mental processes and delete a good entry by mistake. Once an entry is deleted, it's gone. Make absolutely sure the data you want to remove from the file is in error.

View Daily Entries

Suppose that you wanted to trace the activities of a certain volunteer over a period of time? That ability is available to you under the View Daily Entries option. It produces a printed report that shows you who has been where for how long on any given day. This report is particularly valuable in that it will also calculate the Total Number of Hours Worked for a given time frame.

Note: The only hours shown through the View Daily Entries are hours that have been posted either through the Post Volunteer Hours option or the Auto Log-in option. Any hours added after the Roll Up through editing or creating a time card will not show.

You may get the message "Volunteer has been terminated" using the View Daily Entries option. This occurs when you enter a volunteer who has been deactivated from the Volunteer Master file.

Let's say we want to review the activities of volunteer Hattie Smith for the month of September:

```
Select Volunteer Management Activity Option:   Daily Timekeeping
Select Daily Timekeeping Menu Option:   View Daily Entries

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER NAME:   SMITH,HATTIE
Select Beginning Date:  9/1/93    (SEP 01, 1993)
Select Ending Date:   9/30/93    (SEP 30, 1993)
DEVICE: <RET>

VOLUNTEER DAILY REVIEW LISTING              OCT 10,1993 08:17 PAGE 1
                              HOURS
COMBINATION    DATE WORKED         WORKED
_____

            NAME: SMITH,HATTIE
003H135       SEP 19, 1993          7
112Z108       SEP 23, 1993          5
003H135       SEP 24, 1993          8
112Z108       SEP 28, 1993          3

TOTAL                              23

For Station 503,
Select Another VOLUNTEER NAME:   <RET>
```

Delete All Daily Entries Thru One Month

Even after data for a particular month has been transmitted to the Austin AC, it still remains inside the computer unless deleted. Daily entries that are several months old may well be considered obsolete by Voluntary Service and should be deleted to free up computer memory (you will have your hard copy of data from the Austin AC on file indefinitely in any case). This option, Delete All Daily Entries Thru One Month, allows you to get rid of these unnecessary entries.

Remember: When you delete these entries, you will no longer be able to view them under the View Daily Entries option.

```
Select Volunteer Management Activity Option:    Daily Timekeeping
Select Daily Timekeeping Menu Option:   Delete All Daily Entries THRU One Month

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

This option will delete ALL entries in the Daily Entry file up to the month
specified.  Do you wish to continue? YES//     <RET>  (YES)

Select Month/Year to end purge:   DEC 1993   (DEC 1993)
ARE YOU SURE YOU WANT TO DELETE ALL ENTRIES TO DEC 1993? NO//      YES
DEVICE:   <RET>
Beginning Deletion on APRIL 14, 1989@12:05.................................
FINISHED DELETION PASS TO DEC 1993, 4930 ENTRIES DELETED.
Deletion completed on April 14, 1989@12:14
```

Occasional Volunteer Timekeeping Master Menu

This menu keeps track of how many hours an organization will be credited for the services of Occasional Volunteers. Notice that the individual names are not recorded anywhere. They are simply assigned a number. The user is able to post hours, edit these entries, delete entries, and purge old entries through this menu.

The options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

    PO   Post Occasional Volunteer Time Sheet Entry
    E   Edit Occasional Volunteer Time Sheet Entry
    D   Delete A Single Time Sheet Entry
    PU Purge Occasional Time Sheet Entries

Introducing Occasional Volunteers (07 Time Cards)

Let's suppose the American Legion plans to distribute small Christmas gifts to veterans throughout the hospital. Several American Legion members who are not registered volunteers show up and do a great deal of work making the activity a big success. The American Legion should be credited with their time since these workers are acting as occasional volunteers.

An occasional volunteer is a volunteer who is not a registered volunteer but shows up at a function to do work on a one time basis. They are intermittent volunteers who may or may not be present for an activity. Their names are not recorded in Voluntary records, but their time is!

Occasional Volunteers have their time credited to the organization they represent. This time is kept separate from the regular time cards (06) but is posted and tracked much the same way. Occasional Volunteers have their own time cards (07) and they are transmitted to the Austin AC separately.

The key to remember is that although the organization is credited for any time worked, the individual is not.

Post Occasional Volunteer Time Sheet Entry

Let's suppose that the American Legion is doing a distribution of poinsettias for Christmas. The representative has asked five legionnaires to assist with the distribution. However, three of these legionnaires are not regularly scheduled volunteers. Here's how you would post their time on the computer:

CAUTION: Never post Occasional Hours for a month before you transmit the occasional hours for the previous month.

```
Select Volunteer Management Activity Option:     Daily Timekeeping
Select Daily Timekeeping Menu Option:    Occasional Volunteer Timekeeping Master
Select Occasional Volunteer Timekeeping Master Menu Option:    Post Occasional
Volunteer Time Sheet Entry

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...


For Station 503,
ID NUMBER  50// <RET>
NAME OR ORGANIZATION NAME:    AMERICAN LEGION
ORGANIZATION CODE:   002      AMERICAN LEGION      AL
SERVICE ASSIGNMENT:   011C      RECREATION SECTION
```
NUMBER IN GROUP: 3 (These are the number of Occasional   Volunteers who worked on that project.)

```
TOTAL HOURS:   16    (Hours worked by Occasional Volunteers)
DATE: TODAY//  12/12/93

Add another Occasional Time Sheet Entry?  YES//     NO
```

Note: The volunteer or organization name you put on the name line does not affect the organization code line. You can put a person's name in the name line and still put an organization's code in the code line.

Edit Occasional Volunteer Time Sheet Entry

There are no names to keep track of when you're posting Occasional Volunteer data but that doesn't mean you can't make a mistake. The right organizations have to be credited with the proper amount of time worked on a given date. Let's say you have already entered a transaction crediting the American Legion with 12 hours service on 10-15-93 and it's wrong. You can correct this entry using the EDIT OCCASIONAL VOLUNTEER TIME SHEET ENTRY option. A sample dialogue is provided below:

```
Select Volunteer Management Activity Option:     Daily Timekeeping Menu
Select Daily Timekeeping Menu Option:     Occasional Volunteer Timekeeping Master
Select Occasional Volunteer Timekeeping Master Menu Option:     Edit
Edit Occasional Volunteer Time Sheet Entry

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//     <RET> ALTOONA VAMC...

For Station 503,
Select TIME SHEET:   50        American Legion  002     10-15-93
This will mark this Time Sheet entry 'READY FOR TRANSMISSION'
Do you want to continue?  YES//     Y
ID NUMBER:  50   <RET>
NAME OR ORGANIZATION NAME: American Legion//    <RET>
ORGANIZATION CODE: 002//  <RET>
SERVICE ASSIGNMENT: 011C//   <RET>
NUMBER IN GROUP: 3//  <RET>
TOTAL HOURS: 12//   15
DATE: 10/15/93 //     <RET>
Edit Another Occasional Time Sheet Entry? NO//    <RET>
```

Delete A Single Time Sheet Entry

At times you may make an error in posting time sheet entries. So computer systems have to provide ways to correct data entry errors. Let's say an incorrect entry was posted to the OCCASIONAL VOLUNTEERS TIME SHEET file. The entry says that three occasional volunteers representing the DAV worked for Recreation Therapy Service on Sep 22, 1989 but it's totally wrong. Instead of editing the entire record, this option allows you to just delete the entire record and start over if necessary. Here's how it works.

Example:

```
Select Volunteer Management Activity Option:    Daily Timekeeping  Menu
Select Daily Timekeeping Menu Option:    Occasional Volunteer Timekeeping
Select Occasional Volunteer Timekeeping Master Menu Option:     Delete a Single
Time Sheet Entry

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select TIME SHEET ENTRY:    101       DAV   017   03-14-92 (Enter your reference
```
    #. Every Occasional Time Sheet entry posted gets a reference # which is   assigned by the computer program when you originally enter the data.)

```
Are you sure you want to delete this entry? NO//    YES
ARE YOU SURE?  YES//  <RET>  (YES)
         Hmmm... Let me put you on 'Hold' for a second..   .
        <Time sheet has been deleted>

For Station 503,
Select TIME SHEET ENTRY:    <RET>
```

Purge Occasional Time Sheet Entries

After a suitable period of time has passed, there is really no reason to keep the old Occasional Time Sheet records on the computer system. (Each site will determine for itself what this time period should be, we are recommending three months worth.) In order to clean up space on the disk and reduce the size of your file for faster access, run the Purge Occasional Time Sheet Entries option to delete these records from the computer system. If you need more convincing; consider that when you do your transmission, a pre-transmission list printout containing this same information is generated.

Note: This option will not let you delete entries for the previous month, current month or future months no matter how hard you try!

```
Select Volunteer Timekeeping Activity Option:     Daily Timekeeping
Select Daily Timekeeping Menu Option:   Occasional Volunteer Timekeeping Master
Select Occasional Volunteer Timekeeping Master Menu Option:    Purge Occasional
Time Sheet Entries

Select STATION NUMBER ('^' TO EXIT):    ALTOONA   ALTOONA VAMC...

This option will delete ALL entries in the Occasional Time Sheet file for the
month specified.  Do you wish to continue?  YES//    <RET>

Select Month/Year to be deleted:    JULY 1991

Are you sure you want to delete all entries for JULY 1991 for Station 503?
NO// YES
DEVICE:   <RET>   (You could print this on paper, but it's just dots)
Beginning Deletion on May 11,1992@13:05.......................................

FINISHED DELETION PASS FOR JUL 1991, FOR STATION 503.
39 ENTRIES DELETED.
Deletion completed on MAY 11,1992@13:05
```

Master File Maintenance Menu

This menu is designed to help Voluntary Service maintain accurate and up to date information on each regularly scheduled volunteer. It also allows you to print address labels, volunteer telephone list, and other options relating to the management of the master volunteer list.

The main options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

    R   Register/Edit Volunteer in Master File
    VO Volunteer Name Edit
    A   Add/Edit Combinations
    D   Delete A Combination
    E   Edit Austin Award/Hours Information
    MAR   Mark Master Record For Transmission To Austin
    U   Unmark Master Record For Transmission
    MAS   Master Record Display/Print
    B   Boy/Girl - Male/Female Automatic Update
    P   Print Volunteer Address Labels
    T   Telephone List of Volunteers
    VI   View Pending Master Record Updates

How To Enter A Pseudo Social Security Number

This information is taken from Voluntary Service Reporting System (VAVS) Health Care Facility Instructions Manual, November 30, 1981 (MP6, Part XXIII Supplement No 1.1)

If you have to create a pseudo SSN, use the following guideline: A pseudo SSN is generated using the numerical equivalents of a volunteer's initials and birth date (month, day, year) or entry date (month, day, year). The nine digits that make up the pseudo SSN are formatted as shown:

XXX	XX	XX	XX
Numerical	Birth	Birth	Birth
Initial	Entry	Entry	Entry
Equivalent	Month	Day	Year

NIE (NUMERICAL INITIAL EQUIVALENT) TABLE

A,B,C =	1	P,Q,R = 6
D,E,F =	2	S,T,U = 7
G,H,I =	3	V,W,X = 8
J,K,L =	4	Y,Z = 9
M,N,O =	5	NO MIDDLE INITIAL = 0

For example, John NMI (no middle initial) Smith born July 1, 1919 would have this pseudo SSN:

4	0	7	07	01	19
JOHN	NMI	SMITH	JULY	1,	1919

Register/Edit Volunteer In Master File

This option allows you to register a new volunteer or edit information for a volunteer already registered in your system. Hattie Smith, a congenial lady in her mid-60's, has just stepped off the bus and into Voluntary Service. She wants to spend some time at the VAMC helping others as a volunteer. You will want to add her name to the Volunteer Master file so her time can be tracked appropriately. This option lets you do just that. If you are a bilingual station, you may also enter the language preferred by the volunteer on the Auto Log-in.

HINT: If you get confused or don't know how to answer a question, just enter a question mark (?) and the computer will help you out!

If you are entering a new volunteer whose name is the same or close to another volunteer's, you can enter the SSN at the For Station 503, Select Volunteer Name: prompt. The system will then ask you the volunteer's name instead of defaulting to the existing volunteer record. REMEMBER: Always use UPPER CASE when working with timekeeping program options.

You can also edit volunteer data with this option. Simply go to the field you want to edit and type in the correct data after the default marks. This will change the data in the file.

If at any time while editing a master file, you enter an up-arrow (^) to exit a section, the computer will ask you `Do you wish to continue to the next section?  YES` // If you answer YES, the program will move to the next section of the master record. If you answer no, the program will return you to the Master File Maintenance Menu option.

Example:

```
Select Volunteer Management Activity Option:   Master File Maintenance
Select Master File Maintenance Menu Option:   Register/Edit Volunteer in Master

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select Volunteer Name:   SMITH,HATTIE
```
(The computer will allow you to enter more letters in the name spaces than the Austin AC will accept. You will be able to enter the longer last names in your local system and print the longer names on your local address labels, but the last name will be cut off at 15 characters when sent to the Austin AC.)

```
    ARE YOU ADDING 'SMITH,HATTIE' AS A NEW VOLUNTARY MASTER (THE 410TH)?   YES
    VOLUNTARY MASTER SOCIAL SECURITY NUMBER:  123456789
```
   (If you will be using a pseudo SSN, just enter the number here, the Pseudo Indicator field comes later. Information on how to create a Pseudo SS Number follows this option's explanation.)

Note: If this SSN already exists in the system, you will see a message like this:

```
This SSN already exists.??
   Enter Social Security Number, with or without the dashes.
   VOLUNTARY MASTER SOCIAL SECURITY NUMBER:   ^
```
(If you entered the correct number the first time, just use an ^ and <RET> or enter the correct number. If the number was right, it will not allow you to duplicate this entry. You will have to ^ . The system will then say:)

```
 <SMITH,HATTIE' DELETED>
```

Do you wish to Add/Edit Volunteer specific data? YES//   **<RET>** (Remember: Changes made to this portion of the master record will change for any stations this volunteer is registered at in your computer system, but will only mark for transmission for your station. Please notify your other site(s) of the change). If the volunteer is registered at one station and you are registering him/her at another station, the following message will appear:

> This volunteer is registered at more than one station. Remember to coordinate changes with the other station(s).

NICKNAME: **HAT**
PSEUDO INDICATOR: **<RET>** (If volunteer cannot provide a SS number, enter a P in this field. Otherwise leave it blank.)

SOCIAL SECURITY NUMBER: 123456789 // **<RET>**
STREET ADDRESS #1:   **123 MAIN STREET** If the address is more than 19 spaces long the first 18 characters and a asterisk will go to the Austin AC. The asterisk will alert you when the address is not complete.)

STREET ADDRESS #2:   **APARTMENT 3B**(This line will not transmit to the Austin AC. In order to print the complete address, you will have to print the address labels at your local station using the print options in this program.)

CITY: **ALTOONA** (Only the first 15 characters of this field will be transmitted to the Austin
       AC)
STATE: **PA**
ZIP CODE: **16601-4437**

SEX: **F** (You may enter one of the following based on the volunteer's age:)
            M for Male, 19 years or older
            F for Female, 19 years or older
            B for Boy, under 19 years
            G for Girl, under 19 years)

BIRTH DATE: **031846** (Be sure to use the entire birth date. If you only use month and year, and the year is less than 32, the program recognizes the year as a day and will put the current year on it. 12/30 becomes Dec. 30, 1993.)

TELEPHONE: **814-943-8164** (Enter the area code and phone number separated with hyphens, such as 814-555-8164. You may then enter an extension number or a code letter to indicate an unlisted number, a neighbor's or friend's number where you can leave messages or any other code you desire by leaving a space after the number and then entering the letter. Such as 814-555-8164 X7142 or 814-555-8164 U)

Alternate Telephone: 814-944-3982, 7144   (You may enter another number for the volunteer if you desire. This number bight be a friend's, relative's, neighbor's or the volunteer's work number.)

NEXT OF KIN: JUNE SMITH
NOK RELATIONSHIP: MOTHER
NOK TELEPHONE: 814-943-8164
NOK ALTERNATE PHONE: 814-943-8164 X7142
PREFERRED LANGUAGE FOR LOG-IN: **E**NGLISH
Do you wish to Add/Edit station specific data? YES//   **<RET>**
ENTRY DATE: **0284** (Enter month/year that volunteer started working. If the volunteer has been a volunteer in the past, be sure to use the original entry date.)

TERMINATION DATE: **<RET>** (This would only be filled in later if and when the volunteers leaves and/or is terminated in the Austin AC. If there is a date in this field, you can not post hours for this volunteer or print address labels).

YEARS AT STATION: **<RET>** (If the person being entered has done volunteer work for the VA in the past and you have a record of years and hours, you may put it in this field. However, entering it in this field will NOT send it to the Austin AC. That comes a little later in the registration. This field will be automatically updated monthly from the Austin AC.

HOURS SERVED: **<RET>**
HOURS LAST AWARD: **<RET>**
DATE LAST AWARD: **<RET>**
REMARKS: **<RET>**
   1> (You may enter any information you desire in this field, or leave blank)
Select PARKING STICKER: 503-P414   (Enter sticker number. Always enter the number as your station number, dash, sticker number.) If you enter a sticker number, the system will then ask the following:

Are you adding '503-P111' as a new PARKING STICKER (the 1st for this STATION NAME)? **Y** (YES)
      STATE OF VEHICLE REGISTRATION: **PA** PENNSYLVANIA
      LICENSE PLATE NUMBER: **DV54899**
Select PARKING STICKER: **<RET>**
METHOD OF TRANSPORTATION: 1 PRIVATELY OWNED VEHICLE   (You may select from 4 codes.) They are:

    1   Privately owned vehicle
    2   Public Transportation
    3   Walk/Bicycle
    4   Other
Note: If you do not want to enter this data, just return past these fields.
ELIGIBLE FOR MEALS?: **Y**ES (Answer YES or NO. If you have a volunteer that you do not want to receive a meal ticket even if he or she works more than the required hours, you would answer NO to this question. Otherwise, always answer yes or leave blank)
Do you wish to Add/Edit the Combinations for Station 503? YES//   **<RET>** (YES)

    No Combinations on file for Station 503.

Select Combination Number: **1** (Enter 1 if adding the first combination code, 2 etc. The next three fields only appear if you are adding a combination code!)
    ARE YOU ADDING '503-1' AS A NEW COMBINATION (THE 1ST FOR THIS VOLUNTARY
MASTER)? **Y**ES
ORGANIZATION: **012** B'NAI B'RITH WOMEN
SCHEDULE: **Q**   ROTATE
SERVICE: **111**   MEDICAL SERVICE

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 012Q111   B'NAI B'RITH WOMEN   MEDICAL SERVICE

Select Combination Number: **<RET>** <Updating Complete>

Do you need to transmit this record to Austin? YES//   **Y**ES
Is this volunteer currently on the Austin system?:   **N**O   RECORD MARKED (Answer YES if the volunteer's SSN is on your current Alpha list. No, if not on list.)

Do you wish to EDIT AUSTIN's Station Hours and Award information? YES//   **<RET>**
(Enter the hours for past VA volunteer work when registering a new volunteer. If the new volunteer has no previous hours, answer NO to this question. If you answer YES, the following will show on your terminal.)

```
AUSTIN YEARS AT STATION:      9
AUSTIN TOTAL CUM HOURS:      5930
AUSTIN LAST AWARD HOURS:      5000
AUSTIN LAST AWARD MONTH/YEAR:      0593
    Updating complete for SMITH,HATTIE.
```

Do you wish to send the station hours and awards information to Austin? YES//
<RET> (YES)   RECORD MARKED   (If you say YES, this will transmit to the Austin AC at the end of the month with the other Master Record Changes. If you say NO, it will not transmit until you mark it to transmit later).

Do you wish to ADD/EDIT another Volunteer for Station 503?   YES//   **N**O

Adding A VAVS Advisory Committee Combination

The American Legion has sent you a letter certifying a new representative for your medical center. This person is already a volunteer at your station, but you need to enter the combination to put him on the VAVS Advisory Committee. This combination is a special one and must be entered exactly or the volunteer will not be recognized by the Austin AC System as a representative or a deputy representative. Here's how to succeed in entering this combination:

If the volunteer is already active, you only need to add a combination. If the volunteer is new to the system, you will need to register the volunteer. Either way, when you get to the place to add the combination, you would select the first empty combination space and then enter the volunteer's organization code (in this case, 002 for American Legion). For the schedule workday code, you would enter "R" for a representative, "D" for a deputy representative, "H" For honorary representative or "A" for an associate representative. For the service assignment code, you *always* enter 135A.

At any other time, the schedule workday codes R, D, H, or A are recognized as the codes for Monday, Tuesday, Thursday; Monday, Wednesday, Thursday; Monday, Wednesday, and Sunday respectively. When these codes are combined with 135A, the Austin AC System recognizes them as representative, deputy representative, or associate representative.

You should **never** use the service assignment code 135A with any other workday codes.

Reactivating A Volunteer

This process will reactivate a volunteer after he or she has been either terminated or deleted from the Austin AC computer system. The first thing you should do is look at the Alpha List that comes from the Austin AC each month. If the volunteer is on the list, but has a termination date listed, or is not on the listing at all but was an active volunteer in the past, you will use this process to put the volunteer back on the active rolls.

For example, Sara Stull was called up for duty in the Persian Gulf and was gone for thirteen months. Because there was no volunteer time recorded for her for more than twelve months, the system in the Austin AC has terminated her as an active volunteer. When she was terminated, the system automatically put a termination date in the Termination Date field. She has now returned and wants to begin volunteering again. You must reactivate her in the Austin AC. Here's how you do it:

Note: If for some reason, the volunteer does not have a date in the termination date field, you must enter a termination date before you can reactivate.

Throughout this program you will receive messages alerting you if the volunteer has been terminated. Some options are not available for editing while the volunteer is terminated.

Example:

```
Select Volunteer Timekeeping Activity Option:   Master File Maintenance

Select Master File Maintenance Option:   Register/Edit Volunteer in Master File

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET>  ALTOONA VAMC...

For Station 503,
 Select Volunteer Name:  STULL,SARA

Selected Volunteer has been marked as TERMINATED.
NO Editing is allowed until this volunteer has been reactivated.
Do you wish to REACTIVATE this volunteer? YES//   <RET>    (YES)

                    Volunteer Reactivated
```
(The system has now reactivated the volunteer and automatically inserted the four asterisks in the termination date field required in the Austin AC to reactivate a volunteer.)

```
Do you wish to Add/Edit Volunteer specific data? YES//    NO
```
(Answer yes if you need to change address information.)

```
Do you wish to Add/Edit station specific data? YES//    NO
```
(You should not change the entry date and there is no need to remove termination date as this option has already done that.)

```
Do you wish to Add/Edit the Combinations for Station 503? YES//    NO
```
(answer YES if you want to change the combinations.)

```
Do you wish to EDIT AUSTIN's Station Hours and Award information? YES//    NO
```
(Only answer YES if this is a volunteer no longer on the Austin AC system. You then should enter the data listed on the purge card from when the volunteer worked before.)

Do you need to transmit this record to Austin? YES// **<RET>** (YES) (Remember if you don't transmit it to the Austin AC, nothing will change in their computer system.)

Is this volunteer currently on the Austin system?: YES// **<RET>** (If you answered NO, then the system will remove the four asterisks from the termination date field and transmit this record as a new volunteer instead of a terminated volunteer.)

Correcting An Inaccurate Social Security Number

Occasionally a volunteer gets entered into the timekeeping system with the wrong social security number. It doesn't matter how the error happened, but it should be corrected especially if you are using the Auto Log-in option.

When you have corrected it in your local file, you must also correct it in the Austin AC. All volunteers are listed in the Austin AC by SSN. Therefore, in order to change the SSN, you must enter the volunteer as a new volunteer. You will need to mark the volunteer's master record for transmission.

Remember: This is a new SSN and will be recognized by the Austin AC as a new record. Because of this be sure to answer NO to the question "Is this volunteer currently on the Austin system?" You will also need to edit the Austin years and hours for this volunteer so that the new SSN will be credited with the appropriate years, hours, and award information.

Your Alpha List will show the volunteer twice (one for each SSN). Just ignore the incorrect SSN entry. This entry will terminate and be deleted when the system is purged in September.

Example:

```
Select Volunteer Management Activity Option:   Master File Maintenance
Select Master File Maintenance Menu Option:    Register/Edit Volunteer in Master

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select Volunteer Name:  SMITH,COLLENE
Do you wish to Add/Edit Volunteer specific data? YES//    <RET>  (YES)

NICKNAME: CONNIE//  <RET>
PSEUDO INDICATOR:  <RET>
SOCIAL SECURITY NUMBER: 234-56-7891//   23456789
STREET ADDRESS #1: 1215 BROADWAY//   ^
Do you wish to continue to the next section? YES//    NO
Do you need to transmit this record to Austin? YES//    <RET>
Is this volunteer currently on the Austin system?:   NO   NO   RECORD MARKED

Do you wish to ADD/EDIT another Volunteer for Station 503A? YES//     N   NO

Select Master File Maintenance Menu Option:    <RET>
```

Volunteer Name Edit

Every once in a while you may find that a volunteer's name has been misspelled or that someone has changed their name and needs to be changed in the Voluntary Master file. The Volunteer Name Edit option allows you to change names in the Voluntary Master file. Remember: If you are a multiple division station, changing the name of a volunteer at one station will change it at all stations, but each station will need to transmit the change to Austin individually. Be sure to coordinate this change with the other stations involved.

Only supervisors should have access to this option! It is locked with the ABSV MGR. Security Key!

In the following example, we changed the volunteer's name to the correct spelling.

```
Select Volunteer Management Activity Option:    Master File Maintenance
Select Master File Maintenance Menu Option:    Volunteer Name Edit

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

Select VOLUNTEER:    MOOUSE,MICKEY
VOLUNTEER: MOOUSE,MICKEY//    MOUSE,MICKEY
Do you need to transmit this record to Austin?    YES
Is this volunteer currently on the Austin system?: NO//    YES    RECORD MARKED

For Station 503,
Select Next VOLUNTEER:  <RET>
```

Add/Edit Combinations

Here's a quick way to Add or Edit combination codes for selected volunteers. The Add/Edit Combinations option gets right to the heart of the matter. It asks you what volunteer you want to work with and then either lets you add a new combination code or change an existing one.

Note: *Do not use* this option to *delete a combination* from the Master file. There is a separate option to delete combinations.

Example:

```
Select Volunteer Management Activity Option:    Master File Maintenance
Select Master File Maintenance Menu Option:    Add/Edit Combinations

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:   SMITH,HATTIE

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135      AMERICAN LEGION AUX.      VOLUNTARY SERVICE

2. 003Q011C     AMERICAN LEGION AUX.      RECREATION SECTION
```

Select Combination Number: **<RET>** (If you want to change an existing combination, select the combination number you want to change. If you want to add an additional combination select the next unused number.)

```
Select Combination Number:   2
ORGANIZATION: 003//   018   DISABLED AMERICAN VETERANS AUX.
SCHEDULE: Q// <RET>
SERVICE: 011C//   <RET>

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135      AMERICAN LEGION AUX.      VOLUNTARY SERVICE

2. 018Q011C     DISABLED AMERICAN VETERANS AUX.  RECREATION

Select Combination Number:    <RET> Updating Completed

Do you need to transmit this record to Austin? YES//    <RET>
Is this volunteer currently on the Austin system?: YES//    <RET>  RECORD MARKED

For Station 503,
Select Next Volunteer:  <RET>
```

In the example above, Hattie Smith's existing combination code 003Q011C was changed to 018Q011C. In the next example, we will give Hattie Smith an entirely new combination code:

Note: Changing one combination to another may result in the need to merge two timecards at the end of the month. See Merge Two Time Cards option listed under Time Card Maintenance Menu.

```
Select Combination Number:   3
```

```
    ARE YOU ADDING '503-3' AS A NEW COMBINATION NUMBER (THE 3RD FOR THIS
VOLUNTARY MASTER)?    YES       (YES)
ORGANIZATION:   019     GEN. FED. OF WOMEN CLUBS
SCHEDULE:   G       MT
SERVICE:   118       NURSING SERVICE

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135     AMERICAN LEGION AUX.         VOLUNTARY SERVICE

2. 018Q011C DISABLED AMERICAN VETERANS AUX.  RECREATION

3. 019G118      GEN. FED. OF WOMEN CLUBS        NURSING SERV

Select Combination Number:   <RET>   <Updating Completed>

Do you need to transmit this record to Austin? YES//     <RET> (YES)
Is this volunteer currently on the Austin system?: YES//   <RET>   RECORD MARKED

For Station 503,
Select Next VOLUNTEER:   <RET>
```

Hattie Smith has now been assigned combination code 019G118.

Delete A Combination

Hattie Smith has been having some trouble deciding what job assignments and what organizations she wants to work for. She has finally decided that she doesn't want to work in Nursing Service nor does she want to donate any time to the Women's Club so she has requested that you remove that assignment.

Example:

```
Select Volunteer Timekeeping Activity Option:    Master File Maintenance
Select Master File Maintenance Menu Option:    Delete a Combination

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:    SMITH,HATTIE

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135      AMERICAN LEGION AUX.          VOLUNTARY SERVICE

2. 018I011C     DISABLED AMERICAN VETERANS AUX.     RECREATION

3. 019G118      GEN. FED. OF WOMEN CLUBS        NURSING SERVICE

Select Combination Number:    3
ARE YOU SURE? NO//   YES
    Alright, so I'm a little tired.  Please hold on...    <Combination Deleted>

Valid Combinations for SMITH,HATTIE at Station 503 are:

1. 003H135      AMERICAN LEGION AUX.          VOLUNTARY SERVICE

2. 018I011C     DISABLED AMERICAN VETERANS AUX. RECREATION

Select Combination Number:   <RET>  <Updating Completed>
Do you need to transmit this record to Austin?: YES//    <RET>  (YES)
Is this volunteer currently on the Austin system?: YES//    <RET>  RECORD MARKED

For Station 503,
Select Next VOLUNTEER:   <RET>
```

Edit Austin Award/Hours Information

For any number of reasons it may become necessary to change a volunteer's total hours or years or award information. At any given time, you can make any or all of these changes through this option. It is not necessary to fill in all fields in this option, just the ones you need to change.

Example:

```
Select Volunteer Timekeeping Activity Option:    Master File Maintenance
Select Master File Maintenance Option:    Edit Austin Award/Hours Information

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

Select VOLUNTARY MASTER VOLUNTEER:    SMITH,HATTIE
```

AUSTIN YEARS AT STATION: **12** (Enter the total number of years the volunteer should have.)

AUSTIN TOTAL CUM HOURS: **17550** (Add the missing hours to the total number of hours the volunteer has on the annual listing. *Remember:*These hours are added on to previous years hours, not current year. So when adding the hours to get the new total, do not include the current calendar year's hours.)

AUSTIN LAST AWARD HOURS: **15000** (Enter the number of hours that the volunteer received an award for not the number of hours the volunteer had when the award was given. For example, John Smith earned a 300 hour award. At the time the award was given, John had 355 hours. You would enter 300 not 355. Do not try to enter any Hours and Years Award hours, just the last specific hours award, i.e., 1750, 5000, 20000, etc.)

AUSTIN LAST AWARD MONTH/YEAR: **0490** (This should be the last month and year the volunteer received an award, i.e., 0491, 0592, etc.)

```
Should this change in AWARD/HOUR information be transmitted to the Austin AC?
YES// <RET> (YES)  HOURS/AWARD information has been marked for transmission.

For Station 503,
Select Next VOLUNTEER:  <RET>
```

The change has been made and is ready to be transmitted to the Austin AC.

Mark Master Record For Transmission To Austin

You have a new volunteer who has come to work at the medical center, but you were unsure whether he was going to stay or not. You decided to hold his information for a month or so before you submit it to the Austin AC. However, because you use the Auto Log-in program, you must put him into the master file immediately. When you put him in the master file, it asked you if you wanted to send the information to the Austin AC and you told the computer No. It is now a month and a half later and he is working three days a week and seems to really be enjoying his assignment. You have now decided to transmit his information to the Austin AC. This option would also be used anytime you decided to hold any change to a master file for transmission at a later time.

Example:

```
Select Volunteer Timekeeping Activity Option:    Master File Maintenance
Select Master File Maintenance Option:    Mark Master Record for Transmission to
Austin

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET>    ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:    SMITH,HATTIE
RECORD ESTABLISHED IN AUSTIN: YES//    <RET>    (Record marked for transmission)

For Station 503,
Select Next VOLUNTEER:    <RET>
```

This record is now marked for transmission at the end of the month.

Unmark Master Record For Transmission

Sometimes there will be an occasion where you will have made a change to a master record or added a new record, marked it for transmission, and then changed your mind about transmitting it at this time. This option will allow you to change the status of this record so it will not transmit to the Austin AC with everything else.

Last week Hattie Smith came to you and told you she wants to give some of her time to the Navy Mothers Club. You have added the combination for her to do this and marked it for transmission to the Austin AC this month. This morning she came to you and said she has had a disagreement with the President of the Navy Mothers and now she doesn't want to give any time to them after all. Here is what you will do to stop that change from going into the Austin AC:
*Remember:*you must make the change in her master record as well as unmarking it. Be sure to tell the computer you do not want to transmit the change when you make the correction in the master record.

```
Select Volunteer Timekeeping Activity Option:     Master File Maintenance

Select Master File Maintenance Menu Option:     Unmark Master Record for
Transmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//     <RET>  ALTOONA VAMC...

Select VOLUNTARY MASTER VOLUNTEER:    SMITH,HATTIE
OK to REMOVE record from Austin Transmission List? YES//    <RET>
            <Record Removed from List>

For Station 503,
Select Next VOLUNTEER:  <RET>
```

Master Record Display/Print

You want to look up the entry date (or any other information) on a volunteer. You can do this by using the Register/Edit Volunteer in Master File option in the Master file, but that means you have to go through all the fields to find the information you're looking for. This option will provide a simple and quick way to inquire to any master file entry*even if the volunteer has been terminated.*

Example:

```
Select Volunteer Timekeeping Activity Option:   Master File Maintenance

Select Master File Maintenance Menu Option:    Master Record Display/Print

Select STATION NUMBER ('^' TO EXIT): 503//   <RET> ALTOONA  503  ....

For Station 503,
Select Volunteer:   SMITH,SALLY
DEVICE:   <RET> (Enter the printer name or number at this prompt for a hard copy printout.  If you
press return the report will display on the screen.)

Volunteer Master File Information for SMITH,SALLY

VOLUNTEER: SMITH,SALLY                   SOCIAL SECURITY NUMBER: 123-23-3434
STREET ADDRESS #1: 123 MAIN STREET       CITY: ALTOONA
STATE: PENNSYLVANIA                      ZIP CODE: 16601
SEX: Female over 19                      BIRTH DATE: JAN 1, 1944
NICKNAME: SAL                            PREFERRED LANGUAGE FOR LOG-IN: ENGLISH
BIRTH MONTH: JAN 1944                    CODE: S3434


NEXT OF KIN: JACKIE SMITH                TELEPHONE: 814-943-2292
NOK RELATIONSHIP: MOTHER                 NOK TELEPHONE: 814-833-2246

** Press RETURN to Continue **

Station specific Volunteer Master File Information for SMITH SALLY

STATION NAME: ALTOONA VAMC               STATION NUMBER: 503
ENTRY DATE: MAY 1989                     YEARS AT STATION: 2
HOURS SERVED: 1000                       HOURS LAST AWARD: 1000
DATE LAST AWARD: APR 1992                LAST AWARD: VA 1000 HOUR AWARD
TERMINATION DATE: FEB 1993
```

  *Press RETURN to Continue**

Valid Combinations for SMITH,SALLY at Station 503 are:

1. 003F118   AMERICAN LEGION AUX.   NURSING SERVICE

2. 004R135A   AMER NAT RED CROSS   VAVS ADVISORY COMMITTEE

For Station 503A,
Select Next Volunteer: **<RET>**

Boy/Girl - Male/Female Automatic Update

If a volunteer started working for your station before they were 19 years old, they were listed as a boy or a girl. When they reached 19 the Austin AC system then recognized them as a male or female. It is therefore necessary to do periodic updates of your local data in order to be compatible with the Austin AC system. This option will allow you to do this update.

If the system does not find any codes that need changed it will just show the word DONE.

Note: Don't worry if you forget to do this option. The system will automatically update all master records before transmitting them to the Austin AC

```
Select Volunteer Timekeeping Activity Menu Option:    Master File Maintenance
Menu
Select Master File Maintenance Option:   Boy/Girl - Male/Female Automatic Update

BECKER,CHARLES T.  AGE: 21   CHANGED TO MALE...
EATON,CYNTHIA      AGE: 19   CHANGED TO FEMALE..

DONE
```

Print Volunteer Address Labels

This option allows you to print volunteer address labels. You may print all or any portion of the volunteer population at your facility. This will *only* print active volunteers (not terminated ones). You may print the labels sorting by the volunteers name, organization, service, age, birth month or zip code. You can also use this option to print a list using any of the listed sort options. Simply print the listing to regular paper instead of labels. Here are examples of each of the sort options:

Note: This option is designed to be used with standard 1" address labels with tractor feed holes on both sides. You can get them from your A&MM Service. GSA Order #7530-00-082-2661

Example #1: Printing by Volunteer Name.

```
Select Volunteer Timekeeping Activity Option:    Master File Maintenance
Select Master File Maintenance Option:    Print Volunteer Address Labels

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET>  ALTOONA VAMC..

Please Select Label Device: HOME//   VOL1B   (enter name or number of printer)
DO YOU WANT YOUR OUTPUT QUEUED?  NO//   <RET>   (NO)

DO YOU NEED TO CHECK THE ALIGNMENT OF THE LABELS IN THE PRINTER? NO//    Y  (YES)

Please load the labels and align.
   **Press RETURN to Continue**
```
(The program gives you the time to set-up the printer. If you have already checked on the printer, just answer NO).

```
ARE LABELS ALIGNED CORRECTLY? NO//   Y  (YES)
Sort Labels By:  ?
Select from:

     1   VOLUNTEER NAME
     2   ZIP CODE
     3   AGE
     4   BIRTH MONTH
     5   ORGANIZATION
     6   SERVICE

Sort Labels By:  1   VOLUNTEER NAME
START WITH VOLUNTEER: FIRST//   AA
GO TO VOLUNTEER: LAST//   ZZ
```

If you only want to print a portion of the volunteers, just list the letters you want.

Example #2: Printing by ZIP CODE.

```
Please Select Label Device: HOME//   VOL1B
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET> (NO)

DO YOU NEED TO CHECK THE ALIGNMENT OF THE LABELS IN THE PRINTER? NO//    <RET>
(NO)
Sort Labels By:  ZIP CODE

...Excuse me, I'm working as fast as I can...
```

```
START WITH ZIP CODE: FIRST//  15521
GO TO ZIP CODE: LAST//  15521
```

Example #3: printing by AGE.

Note: You can use this option to print just youth volunteers or just adult volunteers.

```
Sort Labels By:  Age
START WITH AGE: FIRST//  80
GO TO AGE: LAST//  90
```

Example #4: Printing by BIRTH MONTH.

If you send birthday cards or x-ray notices, this will be a great help. This print option will quickly give you a listing of those volunteers who are due for TB tests on their birth month or if you care to send a birthday card. To print a listing for this purpose, just print the labels on regular paper rather than labels.

```
Please Select Label Device: HOME//  VOL1B
DO YOU WANT YOUR OUTPUT QUEUED? NO//  <RET> (NO)

DO YOU NEED TO CHECK THE ALIGNMENT OF THE LABELS IN THE PRINTER? NO//  <RET>
(NO)
Sort Labels By:  BIRTH MONTH

...Excuse me, I'm working as fast as I can...
Select MONTH:  MARCH

...Hmmm, I'm working as fast as I can...
```

Example #5: Printing by ORGANIZATION.

```
Please Select Label Device: HOME//   VOL1B
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET> (NO)

DO YOU NEED TO CHECK THE ALIGNMENT OF THE LABELS IN THE PRINTER? NO//    <RET>
(NO)
Sort Labels By:  ORGANIZATION
Select ORGANIZATION CODE:  003       AMERICAN LEGION AUX.  ALA

....Excuse me,  I'm just having one of those days...
```

Example #6: Printing by SERVICE.

```
Please Select Label Device: HOME//   VOL1B
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET> (NO)

DO YOU NEED TO CHECK THE ALIGNMENT OF THE LABELS IN THE PRINTER? NO//    <RET>
(NO)
Sort Labels By:  SERVICE
Select SERVICE CODE:  135A  VAVS ADVISORY COMMITTEE MEETING

...Alright already!  I'm just having one of those days.....
```

Telephone List Of Volunteers

There are times when you need to call one or more of your volunteers. Although it's fairly easy for you to look up a number in the Master file, there are times that you may want more than one number or not have access to a terminal when you need the number. This option allows you to print out a list of volunteer names, telephone numbers, and SSNs. You can then keep the list handy for when you need this information. The SSN is provided in case you have two or more volunteers with the same name. Here's how this option works:

You can sort the report for either Active Volunteers or for Terminated Volunteers.

```
Select Volunteer Timekeeping Activity Menu Option:     Master File Maintenance
Select Master File Maintenance Option:   Telephone List of Volunteers

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET>  ALTOONA VAMC....
```

Select one of the following: (Whether a volunteer is active or terminated depends on whether or not a volunteer has a date in the termination field in the Master Record.)

```
        1           ACTIVE VOLUNTEERS
        2           TERMINATED VOLUNTEERS

Select Telephone List Type:  1  ACTIVE VOLUNTEERS
DEVICE:   VOL1B  VOL. DESKJET          RIGHT MARGIN:  96//  <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET>

VOLUNTEER TELEPHONE LIST - ACTIVE - ALTOONA VAMC          MAY 14,1993
                                                 SOCIAL
                                                 SECURITY
VOLUNTEER                     TELEPHONE           NUMBER
_____

ADAMS,SALLY                   942-3992            154-29-3298
SMITH,BENJAMIN             814 941-2291           130-59-1830
```

View Pending Master Record Updates

This option will allow you to view or print a listing of all master records marked for transmitting. You have been getting all the changes made in the Master Record before the end of the month so you will be ready to transmit the first thing in the new month. But earlier today you were interrupted while you were working and you're not sure everyone is marked that should be.

Example:

```
Select Volunteer Timekeeping Activity Menu Option:    Master File Maintenance
Select Master File Maintenance Option:   View Pending Master Record Updates

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET>  ALTOONA VAMC...

DEVICE: VOL1B     RIGHT MARGIN:  96//  <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET>  (NO)

PENDING TT88'S FOR STATION 503A          MAR 22,1993          12:03   PAGE 1
                                            VOL
VOLUNTEER                   SOCIAL SECURITY  STATION                   ACTIVE IN
                            NUMBER           NUMBER    TT88   TT04     AUSTIN
_____

BECKER,CHARLES T.           155-34-9230        503A     YES              YES
PUTTY,SILLY                 235-37-3985        503A     YES    YES       NO
SMITH,HATTIE                123-45-6789        503A     YES              YES
ZOO,CHILD                   834-88-3827        503A     YES              YES
                            ---------------
COUNT                       4
```

Time Card Maintenance Menu

This menu is designed to help you in correcting or editing time cards before transmitting or if needed to reset time cards for retransmission.

The main options included in this menu are listed below. The Award Code Menu and Backdate Menu contain submenus. To the left is the shortcut synonym you can enter to select the option:

     C   Create Time Card
     E   Edit Time Card
     M   Merge Two Time Cards
     S   Suspend Transmission of Time Card
     R   Release Suspended Time Card
     D   Delete Suspended Time Card
     A   Award Code Menu
     B   Backdate Menu

Create Time Card

This option will create a new time card where none existed before. It is not necessary to create a time card when you first enter a new volunteer, the program will create it for you.

How to create a time card for a volunteer who has not worked this month.

Sometimes a volunteer will get an award based upon work done in a previous calendar year. If volunteer Hattie Smith receives an award in April 1993 for time donated in 1992, she still has to have a time card for April even though there is no time marked on it.

How to create a time card for a volunteer whose time was never logged.

This is not necessarily a backdating situation. You may run the roll up option for the month and then after review realize some volunteer time was never logged in. Use this option to create a time card.

Let's suppose that Hattie Smith's hours for last month did not get logged in. We will need to create a time card for Hattie in order to credit her with her time as in the example below.

Example: Creating a time card for a volunteer whose time was never logged.

```
Select Volunteer Management Activity Option:   Time Card Maintenance
Select Time Card Maintenance Menu Option:   Create Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:   SMITH,HATTIE
Select MONTH/YEAR:   10/93      (OCT 1993)

Valid Combinations for SMITH, HATTIE at Station 503 are:

1. 017K142   DISABLED AMERICAN VETERANS      LIBRARY SERVICE

2. 003I011C    AMERICAN LEGION AUX.            RECREATION SEC

Select Combination Number:   1   (If a volunteer only has one combination, it will be
automatically selected)

Do you want to edit this time card now? YES//    <RET>
COMBINATION:  017K142//  <RET>
ORGANIZATION: 017//  <RET>
SERVICE: 142//   <RET>
BACKDATE/AWARD CODE:   BD    BACKDATE
MONTH/YEAR: OCT 93//   <RET>
DAY 1:   9
DAY 2:   4
DAY 3: <RET>
DAY 4: ^

New total hours for this card is: 13

Is this Time Card ready for Transmission? YES//    <RET>   (YES)
```

```
     Status has been changed from 'SUSPENDED' to 'READY FOR TRANSMISSION'.

Do you wish to create another Time Card? YES//    NO

Select Time Card Maintenance Menu Option:    <RET>
```

Note: If the system tells you that a timecard already exists for the volunteer, STOP! You do not want to create another card.

Edit Time Card

This option allows you to edit an existing time card *before* it has been transmitted to Austin, Texas. If you need to edit and retransmit a time card that has *already been transmitted*, you should use the option Mark Time Card for Retransmission under the Transmission Menu.

If a card has been marked with a Backdate or Award Code in error, it can be corrected through this option. If the Backdate or Award Code was forgotten, it can be added. Use the same method as for changing hours.

After the roll up option has been run and a whole batch of time cards have been created, you will have a printout detailing volunteer hours. You will be able to see how many hours a volunteer worked on a given day under a particular combination code. *But suppose the time card is wrong!* Let's imagine that volunteer Hattie Smith is listed as having worked 9 hours for the Chaplain on Oct 06, 1993. In reality, she never came close to the VAMC on Oct 06. In fact, she was doing her laundry that day. It was really Oct 07 that she worked 9 hours for the Chaplain.

Example: Correcting Hattie Smith's time card.

```
Select Volunteer Management Activity Option:   Time Card Mainten
Select Time Card Maintenance Menu Option:   Edit Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Edit time card for VOLUNTEER:    SMITH,HATTIE
   1   017S135   10-00-93
   2   020K108   10-00-93
   3   017S135   9-00-93
CHOOSE 1-3:   2
```

```
COMBINATION: 020K108//   <RET>  (Pick the combination code you want to change.)
ORGANIZATION: 020//:  <RET>
SERVICE: 108//:  <RET>
BACKDATE/AWARD CODE:      <RET> (See the section entitled Backdate Time Card for an explanation
```
on what backdating means.)

```
MONTH/YEAR: OCT 1993//   <RET>  (Look at the available combination code/month pairings.  Don't
```
select a combination code and then change the month if it's not listed above. This will only create a bogus entry.)

```
DAY 1: 8//  <RET>
DAY 2:  <RET>
DAY 3:  <RET>
DAY 4: 9//  <RET>
DAY 5:   <RET>
DAY 6: 9//   @
   SURE YOU WANT TO DELETE?   Y
DAY 7: 9//  <RET>
DAY 8:  ^ <RET>

New total hours for this card is 26.

Mark time card for READY FOR TRANSMISSION?  YES//    Y   (YES)
```

```
Status of 'READY FOR TRANSMISSION' has not been changed.
```
(Mark as ready for transmission except if in suspense file! *Remember:*the roll up has automatically marked everything as ready!)

```
For Station 503,
Edit time card for VOLUNTEER:    <RET>
```

Merge Two Time Cards

This option was designed to merge data under one combination code. Sometimes a tricky situation arises when two separate time cards have to be merged into one. This involves deleting one card and its associated combination code while transferring the time data to another card.

Here is one possible scenario: Volunteer Hattie Smith has changed her mind. It is the middle of the month. She started out working for the DAV and Chaplain Service which gave her a combination code of 017K108 and has 24 hours of service logged. But now she wants her time credited to Knights of Columbus, that means all her time, including the 24 hours she already has under DAV. (The key here is that she will never represent the DAV again and there is no need to retain a combination code for DAV.) At the end of the month, you have the following problem:

```
    SMITH,HATTIE    24 HOURSCOMBINATION CODE:       017K108
    SMITH,HATTIE    16 HOURSCOMBINATION CODE:       156K108
```

What you need to produce is one single time card that reads:

```
    SMITH,HATTIE    40 HOURSCOMBINATION CODE 156K108
```

You might also use this option to correct the reverse situation. A volunteer comes into your office and decides he doesn't like working in Nursing. Now he wants to work for MAS. Or you might have a situation where a volunteer already has the 6 maximum allowable combination codes and suddenly decided there is another organization he just wants to represent. In any case, this option will merge the data under one combination code.

Example: Merging two time cards.

```
Select Volunteer Management Activity Option:    Time Card Maintenance
Select Time Card Maintenance Menu Option:   Merge Two Time Cards

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET>   ALTOONA VAMC...

Select MONTH/YEAR:   10-93       (OCT 1993)

For Station 503,
Select VOLUNTEER:      SMITH,HATTIE
   1  156K108      10-00-93     156K108
   2  017K108
   CHOOSE 1-2: 1   (Select the time card you want to keep)
```

```
Select Entry to Merge:

        017K108       10-00-93     017K108
I will now merge the two time cards and delete the second entry.
Are you sure you want to do this? NO//     Y
ARE YOU SURE: Y//  <RET>
Hmmm, just a moment please.............

DONE.
```

Suspend Transmission of Time Card

You can never tell if a new volunteer is going to want to stay with the program. Some stations may not input new volunteers into the system immediately. That's why some Voluntary Service Chiefs might choose to suspend the transmission of certain time cards for a couple of months.

If a new volunteer starts and only works two hours the first month, you do have the option of placing that time card in a suspense file. That way an inactive name doesn't get transmitted to Austin, Texas. The time card stays at home until Voluntary Service decides it should be released. The monthly Transmission Preparation Listing details the status of all cards.

```
Select Volunteer Management Activity Option:   Time Card Maintenance
Select Time Card Maintenance Menu Option:   Suspend Transmission of Time Card

Select STATION NUMBER ('^' TO EXIT):  ALTOONA VAMC//     <RET> ALTOONA VAMC...

For Station 503,
Suspend time card for VOLUNTEER:   SMITH,HATTIE
1. 156Q011C     10-00-93
2. 117K019      10-00-93
   CHOOSE 1-2:   1

Do you want to SUSPEND transmission of this volunteer's time card? YES//    Y
   Status has been changed from 'READY FOR TRANSMISSION' to 'SUSPENDED'.

Suspend another time card? YES//     NO

Select Time Card Maintenance Menu Option:   <RET>
```

Release Suspended Time Card

This option releases a time card from the suspense file so it can be transmitted with the next batch. This option is the opposite of the last option, Suspend Transmission of Time Card.

Example:

```
Select Volunteer Management Activity Option:   Time Card Maintenance
Select Time Card Maintenance Menu Option:   Release Suspended Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET>  ALTOONA VAMC...

For Station 503,
Release suspended time card for VOLUNTEER:   SMITH,HATTIE  011G135  10-00-93
011G135
Are you sure you want to RELEASE this volunteer's time card? YES//    <RET> (YES)
   Status has been changed from 'SUSPENDED' to 'READY FOR TRANSMISSION'.

Do you wish to backdate this card? YES//    YES   (YES) <Backdate Added>  (You
```
must backdate the card if it is for any month other than the current one.

```
Release another time card? YES//    NO
```

Delete Suspended Time Card

Some stations may hold a volunteer's time card for a couple of months just to make sure that person is going to stay around for awhile. In this program, you may enter a time card and suspend it for a period of time. If the situation occurs where a new volunteer works several hours and then never shows up again, you do have the option of simply deleting their time. Don't forget to credit that time to their Organization under the Occasional Hours Menu.

```
Select Volunteer Timekeeping Activity Option:     Time Card Maintenance Menu
Select Time Card Maintenance Menu Option:     Delete   Delete Suspended Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Delete suspended time card for Volunteer:    SMITH,HATTIE 013A111      10-00-93
   013A111
Are you sure you want to delete this time card? YES//   <RET> (YES)
ARE YOU SURE YOU WANT TO DO THIS? NO//    Y    (YES)
   --- SUSPENDED TIME CARD HAS BEEN DELETED ---

Delete another suspended time card?  NO//   <RET>  (NO)
```

Award Code Menu

This option can be used to identify one volunteer or an entire month of volunteers for an award. It is a quick method of adding award codes to time cards created during the roll up rather than using the much longer EDIT TIME CARDS option. Here is how it works:

Hattie Smith's time card got rejected last month and that was the time card with the award code on it. So this month you need to again put her award code in. It doesn't matter that the month will be different than the rest. You can not use last month's card because you will need to mark it for retransmission and will need to use the award space for the Back Date code. Here's how you can mark just one card with an award code. After the ROLL UP for the current month is completed you proceed as in the example below.

Example #1: Adding an award code to a single time card.

```
Select Volunteer Management Activity Option:    Time Card Maintenance
Select Time Card Maintenance Menu Option:    Award Code Menu

Select Award Code Menu Option:    Award Code to Single Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE      020K136     07-00-92
BACK DATE/AWARD CODE:   06    VA 500 HOUR AWARD, WHITE ROCKER PIN  06

For Station 503,
Select VOLUNTEER:  <RET>
```

Hattie Smith's award code has now been entered.

Example #2: Adding award codes for all time cards in one month.

You have just had your yearly award ceremony and want to put the new award codes into the Austin AC. Here's a simple way to do everyone at one time. We suggest that you have an alphabetized list of award recipients ready with the appropriate code numbers before you start.

Remember: If a volunteer does not have a time card for the month, you can Create A Time Card for the volunteer and put the award code on the card. (There is no need to put time on the card). Read Create A Time Card option to learn how to do this.

```
Select Volunteer Management Activity Option:    Time Card Maintenance
Select Time Card Maintenance Menu Option:    Award Code Menu

Select Award Code Menu Option:    Loop Thru Time Cards for One Month

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

Select Month:  0792   (JUL 1992)

This option will select only the FIRST card for each volunteer for the month
you select.  Cards 2 thru 6, if they exist are skipped intentionally to
prevent rejects in the Austin AC.
```

```
BEGIN LOOPING WITH VOLUNTEER: FIRST//   <RET>
...Hmmm, I'm working as fast as I can...


ADAMS,JOE       177-22-9898
AWARD CODE: 06


BLUE,BONNIE     142-33-9485
AWARD CODE: 04


COX,MARTHA      122-35-6767
AWARD CODE: <RET>  (If the volunteer did not receive an award, you just press
the return button and pass the volunteer by.)


Select Award Code Menu Option:   <RET>
```

Backdate Menu

This option allows you to backdate a single time card or an entire month of time card. Lets say something goes wrong. A single time card for the previous month or an entire month of time cards were either rejected by the Austin AC or for some reason got lost in the shuffle and was suspended or never transmitted. There is still a way to get credit for those hours. You do not have to tack them onto the current month. It is possible to regenerate a single time card or an entire month of time cards for the previous month and transmit them with the current month's data. This is done by marking the time card(s) as backdated.

You should never backdate a time card for the current month. This serves no purpose since current time cards will be transmitted with the transmit option. A current month time card with a BD on it will be rejected in the Austin AC.

Any card that bombs out in the transmission is still available for editing. If the card was transmitted, but for some reason rejected, this is not the option to use. To re-send an already transmitted card, use the Mark Time Card for Retransmission option. Any card that was not entered for a previous month can be re-created using the Create A Time Card option and then backdated.

Backdating time cards:

The Automation Center in Austin, Texas does have some rules for backdating time cards. You can backdate within the current calendar year or current fiscal year. If it's Dec 1991, you can backdate as far as Jan 1991. But if it's Jan 1991, you can only backdate to Oct 1990 which is the current fiscal year.

Example #1: Backdating a single time card.

```
Select Volunteer Management Activity Option:   Time Card Maintenance
Select Time Card Maintenance Menu Option:   Backdate Menu
Select Backdate Menu Option:   Backdate a Single Time Card

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET>  ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:   SMITH,HATTIE  (In order to backdate a single time card it must first be
marked for retransmission, see Transmission Menu)

   1  017S135   9-00-93
   2  020K108   10-00-93
   3  017S135   10-00-93
   CHOOSE 1-3:  1
```

```
BACKDATE/AWARD CODE:  BD   (BACKDATE)  BD
For Station 503,
Select VOLUNTEER:  <RET>
```

This card is now marked as backdated. Even though it has a September date, it will transmit with October's data.

Example #2: Backdating an entire month of time cards.

```
Select Volunteer Timekeeping Activity Option:     Time Card Maintenance

Select Time Card Maintenance Menu Option:     Backdate Menu

Select Backdate Menu Option:    Loop and Backdate All Cards for One Month

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTO

Select Month:   0792     (JUL 1992)
```

This option will select ALL time cards for the month selected which are marked 'READY FOR TRANSMISSION' and will insert a 'BD' into the appropriate columns.

```
OK TO CONTINUE? NO//   YES

...Excuse me, this may take a few moments...

ADAMS,HARRIET   443-50-9423
COHEN,JOHN         352-75-8642
GRAVES,SALLY       263-92-8205
JOHNSON,FRANK   302-37-1324
MOUSE,MICKEY       132-465-8674
LOOP COMPLETED - 192 RECORDS MARKED
  ** Press RETURN to continue **
```

Transmission Menu

This menu is designed to prepare monthly information for transmission to the Austin AC.

The main options included in this menu are listed below. They are divided into two sections. To the left is the shortcut synonym you can enter to select the option

    P   Preparation Activities Menu

          S   Scan for >26 Daily Entries
          R   Roll Up Daily Record Hours
          PT   Print Transmission Preparation Listing (PT)
          PO   Print Occasional Time Sheet Preparation List (PO)
          MT Mark Time Card For Retransmission (MT)
          MOMark Occasional Time Sheet For Retransmission (MO)

    T   Transmission Activities Menu

          T   Time Card Transmission (06's)
          O   Occasional Hours Time Sheet Transmission (07's)
          M   Master Record Changes Transmission (88's)

Getting Ready To Transmit Time Cards

The following is a list of the steps you should be doing to correctly transmit time cards to Austin, Texas. See Appendices A, B, and C. These are checklists that should be followed to assure proper transmission procedures. We recommend you duplicate these attachments and use them each month when you transmit.

06 Time Card Transmission Order

After all hours have been entered into the computer for the month, perform the following steps to prepare 06 time cards for transmission to the Austin AC:

1. Scan for >26 daily entries

2. Roll up daily record hours. (Do secondary sites first)

3. Do a random check of roll up printout for errors.

4. Do time card maintenance (if needed).
    A. Edit any time cards with errors.
    B. Backdate as needed.
    C. Merge cards.
    D. Add award codes as needed.
    E. Suspend transmission of any time cards not being sent this month
    F. Release any time cards that were suspended before and are now ready for transmission.

5. Print transmission preparation listing.

6. Do a random check of Preparation Listing. If there are more errors found, go back to Step 3 and make corrections. Then print the Transmission Preparation Listing again.

7. You may print out any desired timekeeping reports at this time.
    A. Detailed Organization Listing - A detailed report for *all* organizations.
    B. Service Detail Listing - A detailed report for *all* services.
    C. Organization Summary Report - A summary report for *all* organizations.
    D. Service Summary Report - A summary report for *all* services
    E. Individual Organization Detail Listing - A detailed report for selected organizations
    F. Print Selected Service Detail Listing - A detailed report for selected services.

8. Transmit information. Transmission *must be completed* by COB (Eastern time) on the sixth workday of the month.

07 Transmission Order

After all Occasional hours have been entered into the computer, you may perform the following steps to transmit: (Do not post any occasional hours for the current month until you have done the preparation listing for the previous month.)

1. Print the occasional time sheet preparation listing.

2. If errors are found, use edit occasional volunteer time sheet entry.

3. After errors are corrected, print the occasional time sheet preparation listing again.

4. Transmit the occasional hours time sheet (07).

Master Record Changes Transmission

After all changes have been made to the master files, transmit the Master Record changes.

Preparation Activities Menu

Scan for >26 Daily Entries

The option is designed to scan the daily entries for each volunteer's combinations to make sure there are not more than 26 entries for any one combination for the month. This option does not require that the Roll Up be done first. The computer system in the Austin AC will not accept more than 26 entries on a time card for one combination. If any time card has more than 26 entries, it is rejected and ends up on the error list. This means you have to remove some of the entries, put them on another time card, and retransmit both cards the following month. Not only is this frustrating, but it wastes a lot of valuable time. This option will stop this error from happening.

If you fail to remove the excess entries before you transmit, the system will transmit the first 26 entries and delete the excess entries. This will keep the time card from being rejected, but the excess entries will be lost.

If you don't want to do this scan or forget to do it before the roll up, don't worry. When the roll up runs, it will automatically scan the time cards for too many entries and alert you as part of the roll up printout. For more information on this, see Roll Up Daily Record Hours.

Example:

```
Select Volunteer Timekeeping Activity Option:    Transmission Menu

Select Transmission Menu Option:    Preparation Activities Menu
Select Preparation Activities Menu Option:    Scan for >26 Daily Entries

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET> PENNSYLVANIA   503

Select MONTH/YEAR to Scan:   MAR 1994     (MAR 1994)
DEVICE:  VOL1B   VOL. DESKJET        RIGHT MARGIN:  96//   <RET>

Enter DATE & TIME to print.  NOW//   <RET>    (MAR 15, 1994@09:12)

VOLUNTEERS EXCEEDING 26 ENTRIES FOR A SINGLE COMBINATION
                                  MAR 15,1994  09:21 PAGE 1
                    SOCIAL
                    SECURITY                      DAYS
VOLUNTEER           NUMBER         COMBINATION     WORKED
_____

SMITH,HATTIE        183-99-2929    003Q011C        28
                    _____
COUNT               1
```

Roll Up Daily Record Hours

Before any data can be transmitted, the Roll Up Daily Record Hours option must be run. This option accumulates all the hours from the daily records and creates a time card for each volunteer-combination code pair. For example, if during the month of October volunteer Donald Jones works a total of 16 hours under combination code 100R142 and 32 hours under combination code 110Q118, two separate time cards are created for the same person.

This option automatically prints out a listing of every volunteer-combination code pair which should be proofread by Voluntary Service. Any errors found can then be corrected before data is transmitted to the Austin AC. As part of the roll up, the computer will scan each volunteer's combinations to see if there are more than 26 entries for any individual combination. If any are found with more than 26 entries, you will receive an additional printout at the end of the roll up identifying those volunteers with too many entries. You must correct these problems *before* you transmit your time cards or the computer will delete the excess entries on the time card before transmitting and those hours will be lost. To correct this problem, use the Edit Time Card option in the Time Card Maintenance Menu, removing the excess entries and placing them on another time card. *If you are a Multiple Station Site and are doing the roll up for all sites, the secondary sites should be done first.*

Between the first and sixth workday of a new month, Voluntary Service transmits data for the previous month to the financial center in Austin, Texas. For example, October 1993 volunteer data would be transmitted sometime during the first week of November 1993. *Caution:* Transmission should never be done after close of business, eastern time the sixth workday. We encourage you to prepare and transmit your data as early in that week as possible in case there is a problem with the system and you need more time or need to redo something.

Note: After you have done the roll up, there is no need to do it again. You can make any changes to the roll up listing using the Time Card Maintenance Menu. If you do rerun the roll up, any editing you have done is gone and must be redone.

Example #1: Roll up daily record hours.

```
Select Volunteer Timekeeping Activity Option:    Transmission Menu

Select Transmission Menu Option:    Preparation Activities Menu
Select Preparation Activities Menu Option:    Roll Up Daily Record Hours
This program should ONLY be run during the first six(6) workdays of each
month.
ARE YOU SURE YOU WANT TO CONTINUE? NO//   Y (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

Select Processing Month:   OCT 1993     (OCT 1993)
DEVICE:    VOL1F  (This should be printed on a wide body paper at 217 columns.)

Enter DATE & TIME to print. NOW//   <RET> (NOV 5, 1993@09:31) <Request Queued>

........VOLUNTEER TIME CARD                   OCT 2, 1993  14:42 PAGE 1
                         TOTAL
                         HOURS    DAY    DAY    DAY    DAY    DAY
NAME            COMB.    WORKED    1      2      3      4      5
```

MONTH/YEAR: OCT 1993

STATION NUMBER: 503

```
JONES,DONALD   100R142      16         8
JONES,DONALD   110Q118      15         6    8    9    4    5
POPYAK,EDWARD  017S142      15         5                   5
POPYAK,EDWARD  020K136      23              8         8
SMITH,HATTIE   017Q142      12         4         4    4
                            ---       --   --   --   --   --
TOTAL                        79       23   16   13   16   10
COUNT                         5        4    2    2    3    2
MEAN                          6        5    8    6    5    5
```

On wide body paper, this printout would extend out to Day 31. The first part of the printout is a listing of volunteer numbers and combination codes which may or may not be useful to your particular setup. The second part is the accumulated volunteer data.

Example #2: Printout of time cards with more than 26 entries.

```
TIME CARDS HAVING MORE THAN 26 ENTRIES          OCT 2, 1993  14:42  PAGE 1
                            TOTAL
                            HOURS    DAY   DAY   DAY   DAY   DAY
NAME           COMB.        WORKED    1     2     3     4     5
_____

MONTH/YEAR: OCT 1993
                              STATION NUMBER: 503
JONES,SALLY    100R142      216        8    8    8    8    8
SMITH,CONNIE   018Q142      112        4    4    4    4    4
                            ---       --   --   --   --   --
TOTAL                       328       12   12   12   12   12
COUNT                         2        2    2    2    2    2
MEAN                        164        6    6    6    6    6
```

Remember, you must correct this problem before transmitting or these time cards will be rejected in the Austin AC. If there are no time cards with more than 26 entries, this printout will print all zeros. If you do not fix these time cards with more than 26 entries, the program will transmit the time card eliminating any entries over 26.

Example #3: Attempting to do more than one roll up.

Note: We *do not* recommend more than one roll up.

```
Select Volunteer Management Activity Option:       Transmission Menu

Select Transmission Menu Option:     Preparation Activities Menu

Select Preparation Activities Menu Option:     Roll up Daily Record Hours
This program should ONLY be run during the first six(6) workdays of each
month.
ARE YOU SURE YOU WANT TO CONTINUE? NO//   Y (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

Select Processing Month:  1093

201 Time Cards already exist for Oct 1993.
Continuing will DELETE all these cards from the system.

ARE YOU SURE YOU WANT TO CONTINUE? NO//   YES
```

```
ARE YOU ABSOLUTELY POSITIVE? NO//  YES

OK, Here we go.

DEVICE: VOL1B
```

The computer will then proceed to do another roll up as described above.

Print Transmission Preparation Listing (PT)

Before transmitting your Voluntary data to the Austin AC, you have one final chance to review the time cards for accuracy. After the Roll up has been done, the Print Transmission Preparation Listing will provide you with a hard copy of every time card that is going to be transmitted. It lists every volunteer who worked that month, their combination code, total hours worked, and whether their card is backdated or marked for an award. You can spot check hours for a volunteer, look at which cards might need to be suspended or released from suspension, and make any other necessary adjustments.

Because there are two options in this menu starting with the letter P, you can select either option by using a two letter abbreviation.

Print this report on wide body paper at 132 columns. You will get two printouts. The first one will show any time cards that have been suspended. This printout will show all time cards that have been suspended, not just for the current month.

Example #1: Printing a Transmission Preparation Listing.

```
Select Volunteer Management Activity Option:     Transmission Menu

Select Transmission Menu Option:   Preparation Activities Menu

Select Preparation Activities Menu Option:     PT   Print Transmission
Preparation Listing

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//     <RET> ALTOONA VAMC ....

    ...Hmmm, This may take a few moments...
DEVICE:  VOL1C     VOL. DESKJET 16 PITCH

Enter DATE & TIME to print. NOW//    <RET>   (FEB 09, 1993@09:49)    <Request
Queued>
```

VOLUNTARY TIME CARD PRE-TRANSMISSION LISTING FOR ALTOONA VAMC - SUSPENDED

NAME	MONTH/YEAR		COL 49-50	COMBINATION	WORKED	TOTAL HOURS TRANSMISSION..
BROWN,BONNIE	JAN 1993			078Q011C	8	SUSPENDED
COX,MARTHA	JAN 1993			003D135A	3	SUSPENDED
LAWS,VIRGINIA	DEC 1993	BD		039T118	9	SUSPENDED
SMITH,HATTIE	JAN 1993			018Q011C	5	SUSPENDED

```
----------------------------------                                      -----------
SUBTOTAL                                                                     25
SUBCOUNT        4
----------------------------------                                      ------------
TOTAL                                                                        25
COUNT           4
```

Example #2: No suspended cards.

```
    -------------------                 --------
TOTAL                                      0
COUNT  0
```

VOLUNTARY TIME CARD PRE-TRANSMISSION LISTING FOR ALTOONA VAMC - READY FOR TRAN

```
                                              TOTAL
                      COL                     HOURS
```

NAME	MONTH/YEAR	49-50	COMBINATION	WORKED	TRANSMISSION STATUS
SMITH,ED	SEP 1993	02	017K142	47	READY FOR TRANSMISS..
REED,BOB	AUG 1993	BD	156Q011C	22	READY FOR TRANSMISS..
-----------------------				-----------	
SUBTOTAL				69	
SUBCOUNT	2				
-----------------------				-----------	
TOTAL				69	
COUNT	2				

Print Occasional Time Sheet Preparation List (PO)

Before transmitting the 07 Occasional Time Sheets to the Austin AC, you have one final chance to review this data to ensure its accuracy. After all the information has been entered into the computer, the Print Occasional Time Sheet Preparation List will provide you with a hard copy of every time sheet that is going to be transmitted. It lists all the organizations, the number of workers they sent to do the job, which service they helped, the total number of hours worked, and the date the activity was held.

Review the preparation listing for errors. If any are found, use the Edit Occasional Volunteer Time Sheet Entry option to make your corrections. Then reprint the 07 preparation listing and check it again! Because there are two options in this menu starting with the letter P, you can select either option by using a two letter abbreviation.

Note: Do not enter any occasional hours for one month until after you do this printout for the previous month.

We recommend you print out this report on wide body paper at 132 columns

Example: Occasional time sheet preparation list.

```
Select Volunteer Timekeeping Activity Option:    Transmission Menu

Select Transmission Menu Option:    Preparation Activities Menu

Select Preparation Activities Menu Option:    PO   Print Occasional Time Sheet
Preparation List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET> ALTOO

DEVICE: VOL1C    right margin: 132//

OCCASIONAL VOLUNTEER TIME SHEET BATCH LISTING Jan 31, 1989  13:59  Page 1
                                                 ORGANIZATION
FACILITY      DATE          NAME OR ORGANIZATION    CODE ...
_____

TRANSMISSION STATUS:    READY FOR TRANSMISSION
503          MAY 20,1992    VFWA                    044       . . .
503          MAY 22,1992    DAV                     017       . . .
        ---------
SUBCOUNT    2
        ---------
  COUNT     2
```

Mark Time Card For Retransmission (MT)

Sometimes there are problems with transmitting some or all of the time cards. Perhaps a time card doesn't make the monthly migration to Austin, Texas or there is a problem at your station and the entire month's cards do not transmit. Don't worry, this option will allow you to retransmit these cards. If a few cards are rejected, you will need to make corrections on them as well as mark them for retransmission. This can be done all at one time with this option. The Mark Time Card for Retransmission option allows a previously transmitted card or cards to go out with the current batch. Because there are two options in this menu starting with the letter M, you can select either option by using a two letter abbreviation.

Note: Be sure to backdate any cards you have marked for retransmission unless the card is for the current month.

Example #1: Retransmit a rejected time card.

```
Select Volunteer Management Activity Option:   Transmission Menu
Select Transmission Menu Option:   Preparation Activities Menu
Select Preparation Activities Menu Option:   MT   Mark Time Card for
Retransmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET>  ALTOONA VAMC...

This option will allow you to mark as READY TO TRANSMIT a single time card or
all cards for a single month.  If all cards for one month is selected, you
will be allowed to have each card backdated.

    Select one of the following:

    S  Single Card
    A  All Cards for One Month

Select Marking Option:  Single Card

For Station 503,
Select VOLUNTEER:   SMITH,HATTIE
Select MONTH/YEAR:    04/92
    1  019Q136      04-00-92     019Q136
    2  003I011C     04-00-92     003I011C
choose 1-2:   1
```

Do you want to edit or backdate the time card at this time? YES//   **Y**
COMBINATION 019Q136// **<RET>**
ORGANIZATION: 019// **<RET>**
SERVICE: 136// **<RET>**
BACKDATE/AWARD CODE: **BD**
MONTH/YEAR: APR 1992 // **<RET>**

DAY 1: 4// **<RET>**
DAY 2: **<RET>**
DAY 3: 8// **<RET>**
DAY 31: 4// **<RET>**
No change in Total Hours.

Are you sure you want to mark this time card for retransmission? NO//   **Y**ES
HMMM....I'M WORKING AS FAST AS I CAN...   --DONE--

Example #2: Remark, backdate, and retransmit an entire month of time cards.

Just as you were transmitting last month, there was a failure in the computer system (unknown to you) and your time cards did not make it to the Austin AC. It is now necessary to remark, backdate, and transmit the entire month again.

Select Volunteer Timekeeping Activity Option: **Tr**ansmission Menu

Select Transmission Menu Option: **P**reparation Activities Menu

Select Preparation Activities Menu Option: **MT**   Mark Time Card for
Retransmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   **<RET>** ALTOONA VAMC...

This option will allow you to mark as READY TO TRANSMIT a single time card or
all cards for a single month. If a single month is selected, you will be
allowed to have each card backdated.

   Select one of the following:

   S Single Card
   A All Cards for One Month

Select Marking Option: **A**ll Cards for One Month

This option will allow you to reset the transmission status of all time cards
for the specified month to 'Ready for Transmission' and 'Back Date' the card.

Select MONTH/YEAR to Mark and Backdate: **05/92** (MAY 1992)
Do you also want to backdate the cards? <YES/NO>   **Y**ES
I will now loop through ALL timecards for MAY 1992 and Station 503, then mark
each card for transmission and backdate.
ARE YOU READY? YES// **<RET>** (YES)

```
    I am now beginning the process.  Please DO NOT attempt to stop this job.

APPLEMAN,LEONA <Done>
ARDIZZONE,NICK <Done>
ARDIZZONE,NICK <Done>
BEISWENGER,CLAIR J. <Done>
BERGER,LOIS    <Done>
.
.
.
.
WALTERS,CHARLES  <Done>
WILKINSON JR.,WILLIAM D. <Done>

201 Timecards for MAY 1992 have been marked for retransmission and backdated.
```

Mark Occasional Time Sheet For Retransmission (MO)

After transmitting a batch of 07 Time Cards to the Austin AC, you may very well find that some of the cards were rejected. It is important that these cards be identified and marked for retransmission so that they can go out with the next monthly batch because the computer will not resend a timecard that has been previously transmitted. Use the Mark Occasional Time Sheet for retransmission option to retransmit rejected 07 Time Cards. There is no need to backdate Occasional time cards. Because there are two options in this menu starting with the letter M, you can select either option by using a two letter abbreviation.

```
Select Volunteer Management Activity Option:    Transmission Menu

Select Transmission Menu Option:    Preparation Activities Menu

Select Preparation Activities Menu Option:    MO   Mark Occasional Time Sheet
for Retransmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select Time Sheet:    51    American Legion  002  01-16-89
Do you want to edit this Time Sheet Entry?  NO//    YES

ID NUMBER  51//  <RET>
NAME OR ORGANIZATION NAME: American Legion //    <RET>
ORGANIZATION CODE: 002//    <RET>
SERVICE ASSIGNMENT: 142D//    <RET>
NUMBER IN GROUP: 1//    2 <RET>
TOTAL HOURS: 8//    16
DATE: 1-16-89//  <RET>    -- TIME SHEET MARKED READY FOR TRANSMISSION --
```

Transmission Activities Menu

<u>Transmit Voluntary Time Cards (06)</u>

This is the option that transmits your accumulated monthly data to the financial center in Austin, Texas. It must be run sometime between the 1st and 6th workday of the month and will mark all your time cards as transmitted. Use your pre-transmission listings to check data thoroughly *before* running this option. As confirmation that data is actually being transmitted, this option will generate a printout of everything sent to the Austin AC. In return, the Austin AC will send a confirmation message to your MailMan basket when it receives the data. A listing of the data sent will also appear in your MailMan basket. These will not be *new* messages, but will just be in your IN basket.

Note: Your site manager should set up a public mailgroup called NST. This mailgroup will receive confirmation messages from the Austin AC if the data is received. See What to tell your site manager.

Example:

```
Select Volunteer Timekeeping Activity Option:    Transmission Menu

Select Transmission Menu Option:    Transmission Activities Menu

Select Transmission Activities Option:    Time Card Transmission (06's)
This program should ONLY be run during the first six(6) workdays of each
month.
ARE YOU SURE YOU WANT TO CONTINUE? NO//   Y (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

QUEUE TO PRINT ON:
DEVICE: VOL1H  (Select a printer that uses wide body paper at 132 columns).

Enter DATE & TIME to print: NOW //    <RET>  (OCT 4, 1993@13:24)  <Request
Queued>

VOLUNTARY SERVICE TIME CARD TRANSMISSION LISTING  OCT 4,1993
TIME CARD

06503 255383877    017K142     EDWARD    POPYAK       02098894888$
06503 432449091    019Q011C    HATTIE    SMITH         0988555889844$

MESSAGE FILED  346721 346722 346723 346724   (These numbers are the numbers of the
individual mailman messages showing your transmitted timecards.
```

How to Read this Report?

06503 = Time Card Code/Station Number
172553838017K142 = Social Security Number/Combination code
EDWARD POPYAK = Volunteer's Name
0209939485 = Award Code or Backdate Code/Date/Hours per Daily Visit.
$ = End of data character required by the computer in Austin, Texas.

What Else Can You Expect?

As a further confirmation that data was actually transmitted, the Voluntary Service program will send an exact copy of the transmission listing to your MailMan basket. This mail message will go to everyone in the mail group and will look something like this:

```
Transmitted.> Subj: VOLUNTEER TIME CARDS
From : <CHIEF,VOLUNTARY> in 'IN' Basket
```

```
06503 172553838017K142       EDWARD  POPYAK       0209939485$
06503 43244909101 9Q011C     HATTIE  SMITH          0993555889844$
```

REMEMBER: The person who actually transmitted the data will not receive these messages as new messages in their mailman. This person will need to READ their IN basket in order to find the messages.

Transmit Occasional Hours Time Sheet (07)

This is the option that transmits your Occasional Volunteer data to the Automation Center in Austin, Texas. It may be run any time from the 1st to the 6th workday of the month. Use your pre-transmission listings to check data thoroughly *before* running this option. As confirmation that data is actually being transmitted, this option will generate a printout of everything sent to the Austin AC. In return, the Austin AC will send a confirmation message to your MailMan basket when it receives the data. You will also receive MailMan messages listing everything sent, just like the time cards.

Note: Your site manager should set up a public mailgroup called NST. This mailgroup will receive confirmation messages from the Austin AC if the data is received. See "What to Tell your Site Manager", earlier in this manual.

Example:

```
Select Volunteer Timekeeping Activity Option:     Transmission Menu

Select  Transmission Menu Option:    Transmission Activities Menu

Select Transmission Activities Option:   Occasional Hours Time Sheet
Transmission (07's)
This program should ONLY be run during the first six(6) workdays of each
month.
ARE YOU SURE YOU WANT TO CONTINUE? NO//   Y (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

QUEUE TO PRINT ON:
DEVICE:  VOL1C

Enter DATE & TIME to print: NOW //    <RET>  (MAY 06,1992@13:24)  <Request
Queued>

OCCASIONAL HOUR TRANSMISSION LISTING   FEB 4,1993  10:04   PAGE 1
TIME CARD
```

```
07503   044011C04012120188$
07503   002011C03009120188$
07503   044011C07021120288$
```

```
COUNT 32
```

MESSAGE FILED 346721   (This number is the number of the mailman message showing your occasional hours that were transmitted.)

How to Read this Report

07 Austin's numeric designation for Occasional Time Cards.
503 Your VAMC's station number (in this case Altoona)
044 Organization represented.
011C Service/Assignment
04 Number in Group
012 Total hours worked
120193 Date
$ End of line transmission symbol needed by Austin.

What Else Can You Expect?

As a further confirmation that data was actually transmitted, the Voluntary Service program will send an exact copy of the transmission listing into your MailMan basket. This mail message will go to whoever actually transmitted the data locally on station and will look something like this:

```
Transmitted.> Subj : VOLUNTEER TIME CARDS
From : <CHIEF,VOLUNTARY> in 'IN' Basket
```

```
07503   044011C04012120988$
07503   002011C03009120188$
07503   044011C03009120288$
```

Master Record Changes Transmission

This option will transmit all of the changes that have been made to the master file throughout the month. You may transmit master record changes anytime during the month, they will be processed for errors every Thursday evening. After the Master file changes have been transmitted you will receive the MailMan messages and confirmation messages from the Austin AC just as you do for 06's and 07's.

Note: Since you do not get any printouts when you transmit the master record changes, we advise you to print the MailMan messages on paper and save them with the end of month data.

```
Select Volunteer Timekeeping Activity Option:      Transmission Menu

Select Voluntary Service Transmission Menu Option:      Transmission Activities
Menu

Select Transmission Activities Option:    Master Record Changes Transmission

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//     <RET> ALTOONA VAMC...

This program will transmit master record changes made on your DHCP system, to
the Austin AC.

Do you wish to proceed? YES//   <RET>
...Whoops, Hold on...
  Updating the SEX field for Volunteers from B/G to M/F
...
DONE

...Sorry, Let me put you on 'HOLD' for a second...
Searching file for Master Records requiring TT88's for transmission to Austin.

1045767 - Message Filed
```
   (This number is the number of the mailman message showing your Master Record Changes that were transmitted.)

What To Expect From The Austin AC

After you have transmitted your data, how will you know if it ever got to Austin, Texas? The Austin AC will return a confirmation message to your MailMan basket for 06's, 07's, and Master Record Changes to whoever is enrolled in the NST public Mailgroup (See section titled "What to Tell Your Site Manager" for information on mailgroups). You will receive one confirmation message for every 100 time cards transmitted.

```
Subj : DOB3858 NST CONFIRMATION  06 OCT 93  13:28 CST  2 LINES
From : <POSTMASTER@AUSTIN.VA.GOV) in 'IN' Basket.
```

```
Ref:  Your NST message #166215 with Austin ID #3212453,
MSC confirmation number is 1-24-01-021001.
```

Create a separate mail basket and *save* these messages for a period of time. We recommend saving them at least until the monthly data comes back from the Austin AC later in the month. If any special problems develop regarding data received at the Austin AC, they may ask for message confirmation numbers to help track down the error.

Correcting Last Month's Errors

Sometimes data will be rejected in the Austin AC. When the data printouts return to your station from the Austin AC, you may find an error page or pages titled INVALID REGULAR AND OCCASIONAL SCHEDULE TRANSACTIONS. If you do have errors, the listing will put error codes at the end of each entry telling you why the data was rejected. Attachment D is a complete list of the error codes used by the Austin AC system. This list will assist you in determining what has caused the data to reject so you can make the necessary corrections and re-submit the information.

Remember: In most cases it will be necessary to mark the time card for retransmission *before* you can edit it. If you are resubmitting a time card, be sure to backdate the card before transmitting it.

Monthly Updating Of Information From Austin AC

On the seventh workday of the month, your computer system will receive a message from the Austin AC updating total hours, total years, termination dates, last award hours, and date of last award for each regularly scheduled volunteer. There is no need for you to do anything as the process will be automatic. You will, however, receive a confirmation message from the Austin AC to the mailgroup NST. It will look like this:

```
MailMan message for SMITH,COLLENE A  CHIEF VOLUNTARY SERVICE
Subj: Server Request Notice [#1541898] 04 Mar 94 14:47  21 Lines
From: POSTMASTER FOC  in 'IN' basket.          Page 1
```
___

```
               Mar. 4, 1994  2:46 PM

A request for execution of a server option has been received.

Sender:  POSTMASTER   Austin FOC
Option name:    ABSV SERVER
Subject: VAV/DOB #940591007446360
Message #: 1541757

Comments:  No errors detected by the Menu System.

           This is the server bulletin XQSERVER

Errors found while processing:

No errors found while processing.
```

If you have any information after the word Comments, *contact your IRM support person immediately.* If you receive any messages under the line that reads "Errors found while processing", you must make the appropriate corrections or changes to your master file. For instance, if there is a message reading:

```
Unable to post record for SSN 210-10-7934 due to record lock.
   YRS=15  TOT=1960  AWD HRS/DATE/CODE=1750/APR 1992/12   TERM DATE=
```

Chances are this volunteer's master record has been terminated *in your system.* You must remove the termination date in the Master file. After you have reactivated the volunteer's record, you should enter the data, listed in the error message, in the second portion of the master record. Other possible errors might include incorrect station number or a deleted SSN. In all instances, the message will give you the current information for the SSN with a problem, allowing you to correct the error and then save the current information.

Auto Log-in Management Menu

This menu enables the volunteers to log their own time onto the computer, thus eliminating the need for you to send the time posting the hours each month.

The main options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

S   Start Volunteer Log-in Program
H   Halt Volunteer Log-in Program
T   Transfer Time to Daily Time File
L   List of Volunteers Who are Logged In

Introduction To Automatic Log-in

In the past, Voluntary Personnel and Volunteers have spent a good amount of their time keeping track of volunteer hours. They have to sign volunteers in and out, keep track of meal tickets, and post hours to the Daily Record, etc. At a large medical center with 2000 volunteers, this whole process tends to take on geometric proportions. There could be hundreds of volunteers a month signing in and out with an average of 2 or more combination codes each, which could easily add up to 3000 or more transactions a month to be posted to the daily record.

The DHCP Volunteer Management package can do the following for you:

    1. Eliminate posting of hours and combination codes by the staff or   volunteers.

    2. Automatically generate individual meal tickets or meal ticket lists that can be sent directly to the Canteen.

    3. Eliminates the need for the volunteer to log-out.

Your volunteers simply walk up to a CRT and sign themselves in. They will have their own unique and personal log-in codes based upon a simple formula (First initial of their last name + last four SSN digits: If Hattie Smith's SSN number is 455-45-9009, her log-in code is S9009). They will enter the hours they intend to work for that day which will be recorded by the computer. Combination codes are also captured. Volunteers also tell the computer if they intend to eat lunch and if they are, the computer generates a meal list with their name on it or if your station is using the meal ticket printers, it will print out a meal ticket.

First you have to coordinate a few items with your Site Manager.

1.   CRTs have to be made available for volunteer log-ins. These CRTs must be located in an easily accessible area that can be secured after hours. This system is capable of running more than one CRT at a time in different locations throughout the facility.

2.   To be able to start up the Auto Log-in program on a remote CRT, the remote CRT must be configured as a tied terminal, (Host Initiated Connect - HIC, for you MSM sites). That means your Site Manager will enter it in the DEVICE file and the MUX tables. This is exactly like hooking up a printer, except that the terminal type is appropriate to the CRT type being used.

3.   Enter your site parameters into your Site Parameters file. You will want to use the Add/Edit Parameters option to do this. It allows you to enter meal ticket prices, update the screen saver information, and select whether you want a meal list or meal tickets.

4.   Train your volunteers. Volunteer log-in codes will be automatically assigned after Voluntary Service enters the volunteers' names in the Master file. You have to tell each volunteer what their code is and show them how to log-in. This process is explained in the section titled: "Start Volunteer Log-in Program."

Start Volunteer Log-in Program

This option begins the Automatic Log-in process. Remember to turn on the CRT designated for volunteer log-ins. This CRT should be located in an area easily accessible to your volunteers but able to be locked up after hours.

Your IRM Site Manager should have designated a device number dedicated to this CRT much in the same way printers are assigned their own individual device numbers. The Start Volunteer Log-in option will ask you for this device number. TaskMan will then queue the program to run on this CRT. The program will loop through the Log-in dialogue every two minutes until you run the Halt option or stop it manually using the * ^ * special characters. Volunteer hours are automatically posted to the Volunteer Daily Record Time file by a TaskMan background job.

What the volunteers will see on the CRT.

When the program sits idle for two minutes, it will drop into a Screen Saver program which will move around the screen randomly. The volunteer just needs to press any key to activate the regular log-in program.

Note: This option is locked with the ABSV MGR key!

Example:

```
Select Volunteer Timekeeping Activity Option:    Auto Log-in Management Menu

Select Auto Log-in Management Menu Option:   Start Volunteer Log-in  Program

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET> ALTOONA VAMC...

Volunteer Log-in DEVICE:   A116   (Enter the Device # of the CRT or press return.)
```

The screen saver looks something like this:

```
               Good Afternoon, Welcome to the James Van Zandt
                          VA Medical Center.

                        Press Any Key to Log-in.
```

(At this point, press any key to continue.)

Welcome to the Volunteer Automated Timekeeping System.

   Enter your VOLUNTEER CODE now.

CODE: **alsdkf** (Note: the code you type in is not displayed on the screen for
   security purposes.)

Please enter the First character of your last name followed by the last 4
numbers of your Social Security Number.

CODE: **R7098**   BECKER CLARENCE

Good Morning, Clarence

   You don't appear to be an ACTIVE Volunteer. Please contact Voluntary
Service for assistance.

CODE: **S9089**   I'm sorry your code appears to be invalid. Please try again.

(Note: If you enter a wrong code, incomplete code or terminated code, the program responds with a
variety of error messages.....)

CODE: **S9009**   SMITH,HATTIE

Good Morning, Hattie

Valid Combinations for SMITH,HATTIE at Station 503 are:
1. THE SALVATION ARMY   SERVICE: RECREATION SECTION

2. DISABLED AMERICAN VETERANS   SERVICE: LIBRARY

Select Combination Number: **1**
How many hours will you be working?: (1-9):   **5**
Will you be eating lunch today? YES//   **<RET>**

Thank you. LOG-IN has been completed.

If you are eating lunch remember that your meal ticket will only pay for the
first $4.00 of the meal price.

If you have any questions please see the secretary.

CODE: ***^***   (Note: If you are at the log-in terminal, and want to halt the
   program, you should enter * ^ * [asterisk, up arrow, asterisk] at   this CODE
prompt and it will terminate the program just as if   you had run the halt option.)

Do you want to transfer Temporary Log to Daily Time File now? NO //   **Y**ES
Are you sure? YES// <u>**<RET>**</u>
QUEUE TO PRINT ON:
DEVICE: <u>**VOL1B**</u>

Enter DATE & TIME to print. NOW//   <u>**<RET>**</u> JAN 22, 1993@15:26 (Request Queued)

Bilingual Adaptation To Auto Log-in

This feature of the program is designed for use at stations that have a number of volunteers whose primary language is other than English and want the Auto Log-in to be in both English and Spanish. To use this option, you must first edit the Site Parameter file, identifying that you are a bilingual site and which language is the primary (Default) language, and which is the alternate language. Once you have done, that the Auto Log-in will look much the same except there will be one sentence in the alternate language on the screen when the volunteer starts to sign in.

At the present time, the only languages available are English and Spanish. If your station has a number of volunteers who use another language as their primary language and you want to use this language on the Auto Log-in program, please contact the development site for assistance in setting up the desired language.

Example:

```
Welcome to the Volunteer Automated Timekeeping System.

    (Para leer esto en espanol por favor entre EEE nenel CODE: prompto.)
```
      [This says: If you want to read this in Spanish, please enter EEE at   the CODE prompt.]

```
    Enter your VOLUNTEER CODE now.
```

`CODE:  ` **`EEE`**   (After you have entered the EEE at this prompt, the screen will
      look like this:

```
Bienvenido al Sistema Automatico de Entrar Horas.

Entre su Codigo de Voluntario ahora
```

`CODIGO:  ` **`S4456`**   `SMITH,CINDY`   (To read this in English, please enter EEE at the
                     CODIGO prompt.)

Once the volunteer has completed the log-in process, the computer will automatically switch back to the default language. After the volunteer requests the alternate language once, it will no longer be necessary for the volunteer to request the screen change again. When the volunteer enters his/her code, the program will remember his/her preferred language and automatically change.

Halt Volunteer Log-in Program

This option stops the automatic log-in program. It frees up the CRT your volunteers use to log themselves into the system. This option is locked by the ABSV MGR Key. Although you may leave the program running 24 hours a day, you should remember to transfer the log at least once a day. See Transfer Time To Daily Time File option.

Since the Automatic Log-in program runs in two minute cycles, there will be a short delay when attempting to halt the program using this option. This is entirely normal.

Note: You may also halt the Automatic Log-in program by typing in the special characters *^* at the CODE prompt if you are at the log-in terminal.

Example:

```
Select Volunteer Timekeeping Activity Option:    Auto Log-in Management Menu

Select Auto Log-in Management Menu Option:    Halt Volunteer Log-in Program

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

        Volunteer Log-in Program will halt in 2 minutes
Do you want to transfer entries from Temporary Log to Daily Time File now?
NO// YES
Are you sure? YES//    <RET>
QUEUE TO PRINT ON:  <RET>
DEVICE:  VOL1B   VOL. DESKJET

Enter DATE & TIME to print. NOW//   <RET>  SEP 24, 1993@13:41 (Request Queued)
```

Transfer Time To Daily Time File

As your volunteers sign-in, their time is held in a temporary file. At least once a day, you should move these entries to the Daily Time file where they will be permanently recorded. The Transfer Time to Daily Time File option performs this function.   After posting entries to the Daily Time file, the temporary log is initialized so that there is no danger of posting the same entry twice.

Example:

```
Select Volunteer Timekeeping Activity Option:    Auto Log-in Management Menu

Select Auto Log-in Management Menu Option:    Transfer Time to Daily File

QUEUE TO PRINT ON:
DEVICE: VOL1B               MARGIN: 80 //  <RET>

Enter DATE & TIME to print. NOW//   <RET>  (JAN 26, 1993@11:29)  <Request
Queued>

VOLUNTEER AUTOMATIC LOG-IN TRANSFER RECORD       JAN 26,1993  11:26 PAGE 1
                                       TOTAL
VOLUNTEER NAME                         HOURS    COMBINATION
_____

        TRANSFER SUCCESSFUL?:   YES
           DATE : JAN 26,1993
HOLLOWS,MARGARET                         6         061T170
SMITH,HATTIE                             4         081H117
SOLMAN,LEO                               7         301Q122S
WEAVER,BUD                               8         277T135E
                                       ----       --------
SUBTOTAL                                 25
SUBCOUNT                                            4
                                       ----       --------
TOTAL                                    25
COUNT                                              4
```

On an additional page you will receive the following message:

```
NO ERRORS FOUND DURING TRANSFER
45 RECORDS TRANSFERRED AND DELETED.
```

List Of Volunteers Who Are Logged In

This option gives you a quick and easy way to see who is signed in for the current day. This option only works with the Auto-Log-in program and is only available for use prior to the transfer of the temporary file.

This list is divided into two parts, the first part of the list shows all volunteers signed in today, in alphabetical order, that are authorized and planning to eat lunch. The second part of the list shows all volunteers signed in today, in alphabetical order, that are not listed for lunch.

Here's how it works:

```
Select Volunteer Timekeeping Activity Option:     Auto Log-in Management Menu

Select Auto Log-in Management Menu Option:     List of Volunteers Who are Logged
In

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET>  ALTOONA VAMC 503

DEVICE: <RET>  VIRTUAL    RIGHT MARGIN: 80//   <RET> (If you want a hard copy,
                                          enter the printer name or
                                   number at this prompt)
```

```
LIST OF VOLUNTEERS SIGNED IN                 APR 27,1993  13:10     PAGE 1
                                                        MEAL      TOTAL
NAME                        DATE        COMBINATION     TICKET    HOURS
_____

BENNETT,JON                 APR 27,1993     301Q122S     YES      5
HEININGER,DORIS             APR 27,1993     109Q136      YES      7
.
.
.
WOLFE,WALTER                APR 27,1993     043Q133      YES      5
ECKERT,GERRI                APR 27,1993     004T119               4
MILLER,GEORGE               APR 27,1993     004J135E              3
                                                                ___
TOTAL                                                            243
```

Reports Menu

This menu is designed to provide you with a variety of reports. These reports provide detailed or summary information for organizations or services, as well as other information for use by Voluntary Service. The Reports Menu is divided into two sections, Timekeeping reports and Occasional Reports.

The main options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

    T   Timekeeping Reports Menu

        D   Detailed Organization Listing
        SD   Service Detail Listing (SD)
        O   Organization Summary Report
        SS   Service Summary Report (SS)
        I   Individual Organization Detail Listing
        P   Print Selected Service Detail Listing
        W   Weekly Work Summary for Voluntary Service

    O   Occasional Hours Reports Menu

        T   Time Sheet Listing - by Date
        O   Organization Report
        SER   Service Report
        SEL   Selected Organizations Print

Detailed Organization Listing (All Organizations)

This option produces a detailed report for all organizations that had volunteer hours credited to it for ONE month. This is a 217 column report. We suggest you print it out at 16 pitch on wide column paper.

Caution: This report can be very long, depending on the number of volunteers at your station. It may take a long time to print and use a large amount of paper.

Example:

```
Select Volunteer Timekeeping Activity Option:    Reports Menu

Select Reports Menu Option:   Timekeeping Reports Menu

Select Timekeeping Reports Menu Option:   Detailed Organization Listing (ALL
ORGANIZATIONS)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

START WITH MONTH/YEAR:  1093     (OCT 1993)
DEVICE:   VOL1C  VOL. DESKJET 16 PITCH   RIGHT MARGIN: 170//    217

DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET> (NO)
```

		TOTAL HOURS	DAY	DAY	DAY	DAY	.DAY
NAME	MONTH/YEAR	WORKED	1	2	3	4	.31

VOLUNTEER HOURS BY ORGANIZATION   NOV 6,1993 15:26 PAGE 1

ORGANIZATION NAME: DISABLED AMERICAN VETERANS

		TOTAL HOURS WORKED	DAY 1	DAY 2	DAY 3	DAY 4	.DAY .31
POPYAK,EDWARD	OCT 1993	24	8		8		
JONES,DONALD	OCT 1993	14	4	4	4	4	
SMITH,HATTIE	OCT 1993	38		9		2	
SUBTOTAL		76	12	13	12	6	
SUBCOUNT		3	2	2	2	2	
SUBMEAN		22	4	4.1	4	3	

ORGANIZATION NAME: DISABLED AMERICAN VETERANS AUX.

		TOTAL HOURS WORKED	DAY 1	DAY 2	DAY 3	DAY 4	.DAY .31
PEPPER,SANDRA	OCT 1993	30	4	4		8	
SUBTOTAL		30	4	4		8	
SUBCOUNT		1	1	1		1	
SUBMEAN		30	4	4		8	
TOTAL		10	17	12		14	
COUNT		4	3	3	2	3	
MEAN		26.5	5.3	5.6	6	2.6	

Service Detail Listing (SD)

Use this option to produce a report showing how many hours were worked by volunteers for each individual service.

Because there are two options in this menu starting with the letter S, you can select either option by using a two letter abbreviation.

Example:

```
Select Volunteer Timekeeping Activity Option:     Reports Menu

Select Reports Menu Option:  Timekeeping Reports Menu

Select Timekeeping Reports Menu Option:   SD    Service Detail Listing

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

START WITH MONTH/YEAR: FIRST//    10/93    (OCT 1993)
GO TO MONTH/YEAR: LAST //    10/93    (OCT 1993)
DEVICE: VOL1B     <RET> RIGHT MARGIN: 80//

VOLUNTEER HOURS WORKED BY SERVICE             NOV 6,1993 15:26 PAGE 1


                                                TOTAL
                                                HOURS
SERVICE                 NAME           MONTH/YEAR   WORKED
_____


CHAPLAIN SERVICE        POPYAK,EDWARD    OCT 1993     23
                        SMITH,HATTIE     OCT 1993     38
                        ZANE,ROBERT      OCT 1993      2

SUBTOTAL                                              63

VOLUNTEER HOURS WORKED BY SERVICE             NOV 6,1993 15:26 PAGE 2

                                                TOTAL
                                                HOURS
SERVICE                 NAME           MONTH/YEAR   WORKED
_____


LIBRARY SERVICE         BROWN,BONNIE     OCT 1993     18
                        DUCK,DAFFY       OCT 1993     22
                        MOUSE,MINNIE     OCT 1993     40

SUBTOTAL                                              80
```

Organization Summary Report

This is a sister option to the Detailed Organization Listing. It is a brief, concise summary of the daily hours credited to an organization but does not list any volunteer names. It simply presents the Monthly Hours Worked totals for selected organizations. The report also presents hourly totals broken down on a daily basis.

Note: This report should be printed on wide body paper at a condensed pitch. Remember, it will print out all the organizations and can be quite a long report.

```
Select Volunteer Timekeeping Activity Option:    Reports Menu

Select Reports Menu Option:   Timekeeping Reports Menu

Select Timekeeping Reports Menu Option:   Organization Summary Report

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

START WITH MONTH/YEAR: FIRST//   1093   (OCT 1993)
GO TO MONTH/YEAR: LAST //   1093   (OCT 1993)
DEVICE:  VO11H    RIGHT MARGIN: 217//   <RET>

VOLUNTEER HOURS BY ORGANIZATION (SUMMARY)        NOV 6,1993 15:30 PAGE 1
      TOTAL
      HOURS    DAY    DAY    DAY    DAY    DAY    DAY    DAY    DAY    DAY..DAY
      WORKED   1      2      3      4      5      6      7      8      9      31
```

```
      ORGANIZATION: AMERICAN RED CROSS
         MONTH/YEAR: OCT 1993
SUBTOTAL 120    16     0      0      0      24     4      9
SUBCOUNT 3      2      0      0      0      3      1      1      0      0
SUBMEAN  40
```

Here you should know that SUBCOUNT represents the total number of volunteers who worked for that organization and SUBMEAN is the average number of hours worked by each volunteer listed. What this report says is that three volunteers worked a total of 120 hours in the month of October representing the American Red Cross.

Service Summary Report (SS)

Voluntary Service is often interested in knowing who their best customers are within the VAMC. The Service Summary Report is a very simple, straightforward printout that tells you how volunteer hours have been allocated between the services for a particular time period. It will help you pinpoint who the high and low users are and where your resources are being spent.

Let's go back three months in time and print a report. Services that do not use volunteers are not listed in the report. Because there are two options in this menu starting with the letter S, you can select either option by using a two letter abbreviation.

```
Select Volunteer Timekeeping Activity Option:   Reports Menu

Select Reports Menu Option:   Timekeeping Reports Menu

Select Timekeeping Reports Menu Option:   Service Summary Report

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET> ALTOO

START WITH MONTH/YEAR: FIRST//   08/93
GO TO MONTH/YEAR: LAST //   09/93
DEVICE :   VOL1B      RIGHT MARGIN: 80// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET>

VOLUNTEER HOURS WORKED BY SERVICE (SUMMARY)         NOV 6,1993 14:33 PAGE 1
                  TOTAL
                  HOURS
                  WORKED
_____

       SERVICE:  LIBRARY SERVICE

       MONTH/YEAR:  AUG 1993
SUBTOTAL        9

       MONTH/YEAR:  SEP 1993
SUBTOTAL        20
SUBTOTAL        29
       SERVICE: CHAPLAIN SERVICE

       MONTH/YEAR: AUG 1993
SUBTOTAL        25

       MONTH/YEAR: SEP 1993
SUBTOTAL        30
SUBTOTAL        55
TOTAL           84
```

Individual Organization Detail Listing

This option produces a printed report for selected organizations that had volunteer hours credited to them for one or more months. Instead of printing out the entire list, you can pick and choose the organizations you want to see, thereby customizing the report to your needs. The report provides subtotals for each individual service and a grand total at the end.

Note: This is a 217 column report. We suggest you print it out at 16 pitch on wide column paper.

```
Select Volunteer Timekeeping Activity Option:    Reports Menu

Select Reports Menu Option:   Timekeeping Reports Menu

Select Timekeeping Reports Menu Option:   Individual Organization Detail

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

Using this option you may select up to 10 organizations to print out per
session.

Select Organization #1:   002    AMERICAN LEGION
Select Organization #2:   DAV    017  DISABLED AMER VETERANS DAV    (Continue
                                            selecting until you have chosen all you want.)


Select Beginning Month/Year:   0892   (AUG 1992)
Select Ending Month: AUG 1992//   <RET>
DEVICE: VOL1H

Enter DATE & TIME to print. NOW//   <RET>  (SEP 6, 1993@13:33)   <Request Queued>
```

```
VOLUNTEER HOURS BY ORGANIZATION                    SEP 6,1993 13:33 PAGE 1
                          TOTAL
                          HOURS    DAY    DAY    DAY    DAY    DAY     DAY
NAME           MONTH/YEAR WORKED   1      2      3      4      5       31
```
_____

```
    ORGANIZATION: DISABLED AMERICAN VETERANS

POPYAK,EDWARD   OCT 1993    24     8            8
JONES,DONALD    OCT 1993    14            4     4                     4
SMITH,HATTIE    OCT 1993    38     4      9                           2

SUBTOTAL                    76    12     13     12     0      0       6
SUBCOUNT                     3     2      2      2     0      0       2
SUBMEAN                     22     4      4.1    4     0      0       3
```

Print Selected Service Detail Listing

Only a few of your services want information at the end of each month. Instead of using the Service Detail Listing which prints the information for all services, you can use this option and save some trees.

Example:

```
Select Volunteer Timekeeping Activity Option:     Reports Menu

Select Reports Menu Option:   Timekeeping Reports Menu

Select Timekeeping Reports Menu Option:   Print Selected Service Detail Listing

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...
   Using this option you may select up to 10 services to p  rint out per
session.

Select Service #1:  119   PHARMACY SERVICE
Select Service #2:  118   NURSING SERVICE
Select Service #3:  <RET>
Select Beginning Month/Year:   10/93 (OCT 1993)
Select Ending Month:   10/93   (OCT 1993)
DEVICE: VOL1B    <RET> RIGHT MARGIN: 80//

Enter DATE & TIME to print.  NOW//   <RET>  NOV 16, 1993@10:33)  <Request
Queued>
```

```
VOLUNTEER HOURS BY SERVICE                 NOV 16,1993 10:33 PAGE 1
SERVICE               NAME
                                                    TOTAL
                                                    HOURS
SERVICE               NAME           MONTH/YEAR     WORKED
_____


           SERVICE NAME:  PHARMACY

PHARMACY SERVICE      POPYAK,EDWARD    OCT 1993       23
                      SMITH,HATTIE     OCT 1993       38
                      ZANE,ROBERT      OCT 1993        2

SUBTOTAL                                              63
```

```
VOLUNTEER HOURS WORKED BY SERVICE              NOV 16,1993 10:33 PAGE 2

                                           TOTAL
                                           HOURS
SERVICE              NAME           MONTH/YEAR   WORKED
_____

          SERVICE NAME: NURSING SERVICE

NURSING SERVICE      BROWN,BONNIE   OCT 1993        18
                     DUCK,DAFFY     OCT 1993        22
                     MOUSE,MINNIE   OCT 1993        40
                                                   ‾‾

SUBTOTAL                                           84
                                                   ‾‾

SUBTOTAL                                           84
                                                   ‾‾

TOTAL                                             147
```

Now you have the report to send to those services requesting it and still not waste paper.

Weekly Work Summary for Voluntary Service

This option provides information on all volunteers who worked during a designated period. It includes those signed in by Auto Log-in or those posted through the Daily Time Menu

Example:

```
Select Volunteer Timekeeping Activity Option:     Reports Menu

Select Reports Menu Option:  Timekeeping Reports Menu

Select Timekeeping Reports Menu Option:   Weekly Work Summary for Voluntary
Service

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

START WITH DATE WORKED: FIRST//  04/25
GO TO DATE WORKED: LAST//  04/26
DEVICE: VOL1B  VOL. DESKJET       RIGHT MARGIN:  96// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO//  <RET> (NO)

VOLUNTEER WEEKLY WORK SUMMARY                MAY 16,1993   10:57   PAGE 1
                        DAY OF
NAME                    WEEK         HOURS     COMBINATION
_____

         DATE WORKED:  APR 25,1993
DAVIS,JAMES                SUNDAY       2      038Q011C
GREEN,SALLY                SUNDAY       3      004X108E
SMITH,HATTIE               SUNDAY       5      003X118
                                      ___
SUBTOTAL                               10

         DATE WORKED:  APR 26,1993
ADAMS,MARY                 MONDAY       8      078Q004
BRANT,MIKE                 MONDAY       7      043M114
ZIMMERMAN,GARY             MONDAY       6      277M136
                                      ____
SUBTOTAL                              169
                                      ____
TOTAL                                 179
```

Occasional Hours Reports Menu

Time Sheet Listing - by Date

This option is designed to let you look at all individual occasional time sheets for a specified period of time. This will list all organizations that have occasional hours listed for the time period.

Example: Time Sheet Listing

```
Select Volunteer Management Activity Option:     Reports Menu

Select Reports Menu Option:    Occasional Hours Reports Menu

Select Occasional Hours Reports Menu Option:     Time Sheet Listing - by Date

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

Select Beginning Date:  12/1/96 (Dec 01,1996)
Select Ending Date: Dec 1,1996//   12/15/96 (Dec 15,1996)
Device: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96//    <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET>

ALTOONA VAMC - OCCASIONAL HOURS REPORT - DEC 1,1996 THRU DEC 15,1996
                                 JAN 10,1997 14:47   PAGE 1
                                                   NUMBER
   ID                          ORGANIZATION        IN        TOTAL
NUMBER   NAME OR ORGANIZATION NAME   CODE    DATE      GROUP     HOURS
------------------------------------------------------------------------

2233     BPOE                      010     DEC 1,1996    7         21
.
.
.
2241     AL                        003     DEC 15,1996   18       108
                                                        ---      ----
TOTAL                                                    85       419
```

Organization Report

This option will give you a printout of all occasional hours worked during a specified period of time by organization. It will list each organization that had any occasional hours during that time.

Example: Organization Report

```
Select Volunteer Management Activity Option:     Reports Menu

Select Reports Menu Option:   Occasional Hours Reports Menu

Select Occasional Hours Reports Menu Option:  Organization Report

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//     <RET> ALTOONA VAMC...

Select Beginning Date:  12/1/96 (Dec 01,1996)
Select Ending Date: Dec 1,1996//  12/15/96 (Dec 15,1996)
Device:  VOL1B  VOL.DESKJET    RIGHT MARGIN: 96//   <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET>

ALTOONA VAMC - OCCASIONAL HOURS BY ORGANIZATION - DEC 1,1996 THRU DEC 15,1996
                                 JAN 10,1997 14:47  PAGE 1
                                         NUMBER
                                         IN      TOTAL
NAME OR ORGANIZATION NAME            DATE        GROUP   HOURS
--------------------------------------------------------------------------

        AMER NAT RED CROSS
ARC                              DEC 1,1996     1        3
                                                ---      ---
SUBTOTAL                                        1        3




ALTOONA VAMC - OCCASIONAL HOURS REPORT - DEC 1,1996 THRU DEC 15,1996
                                 JAN 10,1997 14:47  PAGE 1
                                         NUMBER
                                         IN      TOTAL
NAME OR ORGANIZATION NAME            DATE        GROUP   HOURS
--------------------------------------------------------------------------

        AMERICAN LEGION
AL                               003     DEC 8,1996    27      162
                                                       ---     ---
SUBTOTAL                                               27      162
```

```
ALTOONA VAMC - OCCASIONAL HOURS REPORT - DEC 1,1996 THRU DEC 15,1996
                                     JAN 10,1997 14:47  PAGE 1
                                     NUMBER
                                     IN      TOTAL
NAME OR ORGANIZATION NAME            DATE          GROUP   HOURS
------------------------------------------------------------------------

              VETS OF FOREIGN WARS
VFW                                  DEC 3,1996    6       18
VFW                                  DEC 15,1996   8       24
                                                   ---     ---
SUBTOTAL                                           14      42

                                                   ---     ---
TOTAL                                              38      205
```

Service Report

This option will allow you to print all occasional time sheets by service for any specified time period.

Example: Service Report

```
Select Volunteer Management Activity Option:     Reports Menu

Select Reports Menu Option:   Occasional Hours Reports Menu

Select Occasional Hours Reports Menu Option:   SERvice Report

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

Select Beginning Date:  12/1/96 (Dec 01,1996)
Select Ending Date: Dec 1,1996//  12/15/96 (Dec 15,1996)
Device: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96//   <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET>

ALTOONA VAMC - OCCASIONAL HOURS BY ORGANIZATION - DEC 1,1996 THRU DEC 15,1996
                              JAN 10,1997 14:47  PAGE 1
                                        NUMBER
                                        IN       TOTAL
NAME OR ORGANIZATION NAME         DATE     GROUP    HOURS
-----------------------------------------------------------------------

        RECREATION THERAPY SECTION
VFW                              DEC 3,1996    2       8
VFW                              DEC 3,1996    3       9
CWV                              DEC 6,1996    1       3
.
.
                                            ---      ---
SUBTOTAL                                     19      107

TOTAL                                        32      347
```

Selected Organization Print

This option will allow you to select up to 10 separate organizations to print all of their occasional hours information for a specified time period. This option is very helpful in obtaining information for Annual Joint Reviews.

Example: Selected Organization Print

```
Select Volunteer Management Activity Option:     Reports Menu

Select Reports Menu Option:    Occasional Hours Reports Menu

Select Occasional Hours Reports Menu Option:    SELected Organization Print

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

  Using this option you may select up to 10 organizations to print out per
session.

Select Organization #1:  AL
Select Organization #2:  ALA
Select Organization #3:  <RET>

Select Beginning Month/Year: 12/96
Select Ending Month: DEC 1996// <RET>
Device: VOL1B  VOL.DESKJET    RIGHT MARGIN: 96//  <RET>

OCCASIONAL HOURS SUMMARY SHEET - BY ORGANIZATION
                                    JAN 10,1997 14:47  PAGE 1
                                    NUMBER
                                    IN        TOTAL
NAME OR ORGANIZATION NAME            DATE         GROUP     HOURS
------------------------------------------------------------------------

              AMERICAN LEGION
AL                                   DEC 3,1996    2         6

OCCASIONAL HOURS SUMMARY SHEET - BY ORGANIZATION
                                    JAN 10,1997 14:47  PAGE 2
                                    NUMBER
                                    IN        TOTAL
NAME OR ORGANIZATION NAME            DATE         GROUP     HOURS
------------------------------------------------------------------------

         BEN & PROT ORDER OF ELKS
BPOE                                 DEC  8,1996   4         12
BPOE                                 DEC 14,1996   8         24
BPOE                                 DEC 15,1996   7         21
                                                  ---       ---
SUBTOTAL                                           19        57
                                                  ---       ---
TOTAL                                              21        63
```

User Utility File Maintenance Menu

This menu is designed for all of the housekeeping duties of the software. Use this menu to add or delete information to selected files and to set site parameters.

The main options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

    AC Award Codes Add/Edit (AC)
    AE Add/Edit Site Parameters (AE)
    SW Schedule Workdays Add/Edit (SW)
    SA   Service Assignments Add/Edit (SA)
    O   Organization Codes Add/Edit

Award Codes Add/Edit (AC)

The Voluntary Award Codes file contains the names, codes, and minimum hourly requirements for all the various awards. The Award Codes Add/Edit option allows the user to edit this file through the Voluntary package. Remember: You never add a code except when VA Central Office creates a new one. You should not create codes just for use at your individual station.

Volunteers are often recognized for their valuable contributions to the Department of Veterans Affairs. An award such as the VA Silver Pin is given to volunteers who have donated over 2,500 hours of their time to the medical center. In fact, there are over 20 different awards that can be bestowed upon deserving volunteers.

Voluntary Service is responsible for keeping track of the last award a volunteer received and when they received it. This information is typically sent to Austin, Texas which generates a yearly report of volunteers eligible for certain awards.

Fortunately, with this option there is an easy, convenient way to keep track of these awards and codes (which are a carryover from the old keypunch method of recording data).

This option is locked by the ABSV MGR key.

Example #1: Changing a code.

```
Select Volunteer Timekeeping Activity Option:    User Utility File Maintenance
Menu
Select User Utility File Maintenance Option:    AC    Award Codes Add/Edit
Select AWARD CODE:    00
CODE: 00 //   01
REQUIRED HOURS: 50 //   <RET>
Select AWARD CODE:    <RET>
```

The Award Code for YOUTH VOLUNTEER PIN is now changed to Code 01.

Example #2: Adding a new award code to the file.

```
Select AWARD CODE:    SECRETARY'S AWARD
   ARE YOU ADDING "SECRETARY'S AWARD" AS A NEW VOLUNTARY AWARD CODES  (THE
25th) ?  YES

VOLUNTARY AWARD CODE:    22
CODE: 22 //   <RET>
REQUIRED HOURS:   0  <RET>
Select Award Code:  <RET>
```

Add/Edit Site Parameters (AE)

This option allows you to edit the Voluntary Site Parameters file. During the initial package start-up, your Site Manager will have entered your site name, primary station data, meal price, and required hours for lunch into this file, etc. Should these basic parameters need to be changed, you don't need to bother your Site Manager. You can do it directly using Add/Edit Site Parameters.

If you are a multiple site station, you must set the site parameters for each site individually. If you are a multiple site, bilingual station, you can set one site to default to one language and another to another language. For example, your primary site may want English to be the default language, but your secondary site could use Spanish as the default language.

Example:

```
Select Volunteer Timekeeping Activity Option:    User Utility File Maintenance
Select User Utility File Maintenance Option:     AE   Add/Edit Site Parameters
Select VOLUNTARY SERVICE SITE NAME:     ALTOONA VAMC
SITE NAME: ALTOONA VAMC//   <RET>
VOL STATION NUMBER:   503
PRIMARY STATION:     YES
```
(only one station can be your primary one. If it is not your primary station, leave it blank.)

```
DAYS TO RETAIN TIME CARDS:   60
```
(This field is not functional at this time.)
```
DAYS TO RETAIN DAILY RECORDS:    60
```
(This field is not functional at this time.)
```
MEAL PRICE:   4.00
```
(Enter amount station will pay for lunch.)
```
REQUIRED HOURS FOR LUNCH:    4
```
(Hours volunteer must work for lunch.)
```
CUT OFF TIME FOR LUNCH:  1100
MEAL AUTHORIZATION TYPE: MEAL TICKET// <RET>
```
(If you are using the meal ticket printer, you would set this to meal ticket, if not set it to meal list. Even if you are not using the option set it to meal list.)

```
SCREEN SAVER NAME/INFO :
```
(enter introduction displayed at log-in)
```
1>  James E. Van Zandt, VA Medical Center
EDIT Option: <RET>
Select AUTHORIZED USER:    SMITH,COLLENE A
```
(Enter the name of all users Remember to remove the name of all users when they leave your service.)

REQUIRE ALTERNATE LANGUAGE?: YES//   **<RET>** (If you are a station that has a
          number of Hispanic volunteers, and plan to use the auto log-in
     program, answering YES at this prompt will allow the volunteer to   read the
log-in program in English or Spanish. If you do not want   this option, just answer NO
at this prompt. For more information   on use of the alternate language option, see
Auto Log-in   Management Menu.).

DEFAULT LANGUAGE: **E**NGLISH   (The default language in this case would be the
                         language you want to normally show on the Auto
     Log-in screen if you are a bilingual station. If the
     majority of your volunteers prefer Spanish, you   would
enter SPANISH.)

ALTERNATE LANGUAGE: **S**PANISH

Organization Codes Add/Edit

All organizations that help support Voluntary Service are assigned an Organization Code. This numeric code is a speedy way for the computer system to keep track of organizations and are a carryover from the old keypunch method of recording data.

The Volunteer Organization Codes file contains the names, abbreviations, codes for all organizations, and indicates whether the organization code is active in the Austin AC system. If it is not active, it will not allow you to use this code for a volunteer assignment. We have included the inactive field rather than delete these codes, because some stations may have old records with these codes or may be using this file for other programs that still use the old codes. We recommend you *never* delete old codes, but rather put a YES in the inactive field of this file. You can update this information at any time using the Organization Codes Add/Edit option (provided you hold the ABSV MGR key.)

You can not add a code to this file, other than the 900 codes, unless Washington Headquarters tells you to add a new national code. The 900 codes are designed for use as local codes. You may assign a 900 code to any local organization or group you desire. However, DO NOT use any 900 number over 975, as the system in Austin can only handle 900 through 975. If you are a multiple division facility, be sure to coordinate 900 codes with the other divisions.

Example: Correcting an organization code.

```
Select Volunteer Timekeeping Activity Option:    User Utility File Maintenance
Select User Utility File Maintenance Option:    Organization Codes Add/Edit
Select ORGANIZATION CODE:   017      DISABLED AMER VETERANS    DISVET
ORGANIZATION: DISABLED AMER VETERANS  Replace:      <RET>
LOCAL ABBREVIATION:  DISVET//   DAV
INACTIVE AUSTIN ORGANIZATION:    <RET> (If the organization is not recognized in
                    Austin, and is not a 900 code, you should enter YES at
           this prompt.  All active organizations recognized in the
     Austin AC and your 900 codes, you should leave blank.)

Select ORGANIZATION CODE:       <RET>
```

Example #2: Adding a new organization code.

```
Select ORGANIZATION CODE:      999
   ARE YOU ADDING " 999" AS A NEW VOLUNTEER ORGANIZATION CODES THE      214th) ?
YES

VOLUNTEER ORGANIZATION CODES ORGANIZATION:    TEST      <RET>
VOLUNTEER ORGANIZATION CODES LOCAL ABBREVIATION:      TST
ORGANIZATION: TEST //    <RET>
LOCAL ABBREVIATION: TST //   <RET>
INACTIVE AUSTIN ORGANIZATION:    <RET>
```

We have now added the entry TEST with organization code 999 to our file.
Remember: **Never** delete an organization code from this list.

Scheduled Workdays Add/Edit (SW)

Voluntary Service is responsible for keeping track of their volunteer's work schedules. While many volunteers are assigned a regular work schedule some will have rotating shifts or single days.

The Scheduled Workdays Add/Edit file contains a list of codes that represent work schedules. For example, the letter K represents the days Tuesday and Wednesday. These codes are all a carryover from the old keypunch method of recording data and are also seen in Combination Codes. This option allows you to create new workday codes or modify existing entries (provided you hold the ABSV MGR key.)

All day codes must be compatible with the system in the Austin AC. You cannot create your own codes. This option simply allows you to add new codes created by the Austin AC.

Example: Adding new scheduled workday code.

```
Select Volunteer Timekeeping Activity Option:    User Utility File Maintenance
Menu
Select User Utility File Maintenance Option:    SW    Schedule Workdays Add/Edit
Select WORK DAY SCHEDULE:    K
   ARE YOU ADDING "K" AS A NEW VOLUNTEER'S SCHEDULED WORKDAY   S (THE 42nd) ?
YES
VOLUNTEER'S SCHEDULED WORKDAYS APPEARS AS:    TW
```
   (You are answering this prompt with TW, an abbreviation for Tuesday and   Wednesday)

```
DAYS:   TUESDAY,WEDNESDAY
APPEARS AS: TW //   <RET>
Select WORK DAY SCHEDULE:    <RET>
```

Service Assignment Code Add/Edit (SA)

This option allows you to add codes that have been created by the Austin AC. All codes in this file must match the Austin AC codes

All services in the Medical Center are assigned their own unique identification code. The code 142, for example, represents Library Service. This is a carryover from the keypunch method of transmitting data where instead of typing in a service name they simply typed in a three digit code to save space on the card.

Service Assignment Codes are contained in the Voluntary Service Assignment Codes file. You may update the information in this file at any time using the Service Assignment Code Add/Edit option provided you hold the ABSV MGR key. You can not add a code to this file, other than the 800 codes, unless Washington Headquarters tells you to add a new national code.

If there is not a code for an assignment you need, you may create your own local code using 800 numbers. This works the same way that the 900 codes work for the organization code file. You may use any or all 800 numbers from 800 through 875. Do not use any number over 875.

Example: Adding a new service assignment code.

```
Select Volunteer Timekeeping Activity Option:    User Utility File Management
menu
Select User Utility File Maintenance Option:    SA   Service Assignment Code
Add/Edit

Select SERVICE ASSIGNMENT CODE:    999
   ARE YOU ADDING A NEW VOLUNTARY SERVICE ASSIGNMENT    CODES (THE 46th)?   YES

VOLUNTARY SERVICE ASSIGNMENT CODES USING SERVICES/SUBDIVISIONS:    TEST AREA
USING SERVICES/SUBDIVISIONS:  TEST AREA //    <RET>
ABBREVIATION:   TEST
```

Meal List Management Menu

This menu is designed to manage the meal list for volunteers. The main menu options included in this menu are listed below. To the left is the shortcut synonym you can enter to select the option:

    A   Add Volunteer to Meal List
    D   Delete Meal List Entry for TODAY
    G   Generate Canteen Meal Form
    PR   Print/Display Meal List
    PU Purge Old Meal Ticket/List Entries

Add Volunteer To Meal List

From time to time, there may arise unusual situations when meal list entries need to be corrected. For example, if a Volunteer comes in after the designated cutoff time and is eligible for a lunch, or a driver for the DAV Transportation Network arrives with a veteran, you may very well want to add that volunteer to the meal listing. This option gives you the ability to add a regularly scheduled volunteer to the meal listing before it is sent to the Canteen or to print a meal ticket after the cut off time. This option is also used to reprint meal tickets if necessary.

You can print a meal ticket for a volunteer that is not in your master file as a regularly scheduled volunteer. The example listed below will show you how to do this. Before you try to do this, however, you must go into the Master File Maintenance Menu and using the Register/Edit option, add a new volunteer to the system. This volunteer's name should be UNSCHEDULED,VOLUNTEER. You should enter a SSN for this volunteer of all 9s or 0s (999-99-9999), or any number of that nature that will not conflict with actual volunteers in the system. DO NOT enter any other data for this volunteer. This entry will not be used for anything else but printing meal tickets.

Note: To reprint a meal ticket or to print a meal ticket for an Unscheduled Volunteer, you must have a meal ticket printer connected to the computer system like a regular printer, not as a slave to the log-in terminal.

If you do not have a separate printer connected to the system and need to reprint a meal ticket for an RS volunteer, You can go into the Meal Menu and using the Delete option remove the volunteers name from the meal list. Then the volunteer can sign in again and the system will print another meal ticket for him.

Example: Adding Volunteer to Meal List

```
Select Volunteer Timekeeping Activity Option:    Meal List Management Menu

Select Meal List Management Menu Option:    Add Volunteer to Meal List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:    SMITH,HATTIE        ---    Finished   ---

For Station 503,
Add next VOLUNTEER:    <RET>
```

Example: Reprinting a meal ticket

```
Select Volunteer Timekeeping Activity Option:     Meal List Management Menu

Select Meal List Management Menu Option:     Add Volunteer to Meal List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:   SMITH,HATTIE
A meal ticket has already been printed for this volunteer for today.
OK TO REPRINT? YES  (YES)
Select Meal Ticket Printer:  P110 (VOL MEAL PRINTER)

        ---    Finished ---

For Station 503,
Add next VOLUNTEER:    <RET>
```

Example: Printing a meal ticket for a volunteer not in your Master File.

```
Select Volunteer Timekeeping Activity Option:     Meal List Management Menu

Select Meal List Management Menu Option:     Add Volunteer to Meal List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:   UNSCHEDULED,VOLUNTEER
Select Unscheduled Volunteer Name:   BROWN,CINDY

OK to add BROWN,CINDY to the list? YES//   <RET> (YES)
Select Meal Ticket Printer:  P110 (VOL MEAL PRINTER)
DO YOU WANT YOUR OUTPUT QUEUED? NO//   <RET>

   <Request Queued>
      ---    Finished ---

For Station 503,
Add next VOLUNTEER:    <RET>
```

Delete Meal Ticket Entry For Today

There may be a time when a volunteer has signed in for the day and answered the question about lunch with YES. Then before lunch the volunteer got sick, had an emergency at home, or for some reason had to leave early. Use this option to remove the volunteer from the meal list.

You may also delete a volunteer from the list and then have the volunteer sign in again to get another meal ticket if the volunteer should lose the first ticket or something else happens to the ticket.

Example:

```
Select Volunteer Timekeeping Activity Option:    Meal List Management Menu

Select Meal List Management Menu Option:    Delete Meal List Entry for TODAY

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

For Station 503,
Select VOLUNTEER:  SMITH,HATTIE          01-27-93
OK to delete meal ticket for JAN 27, 1993 for SMITH,HATTIE?  YES//    <RET>
                                          <Entry Deleted>

For Station 503,
Select next VOLUNTEER:    <RET>
```

Generate Canteen Meal Form

This option allows you to generate a Canteen Meal Form listing all volunteers eating lunch on a particular day. This listing is then sent to the Canteen. You will want to print this list *after* the designated cutoff time (as specified in your Site Parameters) for lunch registration. Make all corrections *prior* to generating the list using the Add Volunteer to Meal List or Delete Meal List Entry for TODAY options.

You can print the meal form list as many times as you want. The lists are automatically purged after seven days.

Example:

```
Select Volunteer Timekeeping Activity Option:    Meal List Management Menu

Select Meal List Management Menu Option:    Generate Canteen Meal Form

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET> ALTOONA VAMC...

Select Date of Canteen List:   T    (MAR 10, 1993)
DEVICE: VOL1F  (Enter Printer Device #)

Enter DATE & TIME to print. NOW//    <RET>      (MAR 10, 1993@11:39)  <Request
Queued>
```

VETERANS CANTEEN SERVICE
EMPLOYEE MEALS

NAME	DATE	AMOUNT
1. SMITH,HARRIET	09/09/92	
2. STOLTZ,LARRY	09/09/92	
3. THOMAS,CARL	09/09/92	

Print/Display Meal List

There are times when you might want a listing of all volunteers authorized to eat lunch, but don't really want a copy of the meal form. This option will provide the list you want. The printout lists all volunteers listed on the meal form and gives you a total of persons listed.

Example:

```
Select Volunteer Timekeeping Activity Option:    Meal List Management Menu

Select Meal List Management Menu Option:    Print/Display Meal List

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//    <RET>  ALTOONA VAMC..

Select Meal List Date:  T   (MAR 10. 1993)
DEVICE: VOL1B

VOLUNTEER MEAL LIST FOR MAR 10,1993     MAR 10,1993  10:31  PAGE  1
NAME
```

```
BROWN, BONNIE
CASSIDY,JACK
FRANKLIN,BENJAMIN
.
.
WASHINGTON,GEORGE

Total Records on List: 34
```

Purge Old Meal Ticket/List Entries

Each day the Auto Log-in program will generate a list of all volunteers who answered YES to the lunch question. This list can be of great value when monitoring the meal ticket usage at your station. But there comes a time when it is no longer necessary to store this information. This option allows you to delete all entries in the Meal Ticket/List file that are more than seven days old.

Here's how it works:

Example: Purging old meal ticket/list entries

```
Select Volunteer Timekeeping Activity Option:   Meal List Management Menu

Select Meal List Management Menu Option:   PUrge Old Meal Ticket/List Entries
This option will remove all meal ticket/meal list entries
from the files which are older than 7 days.

OK To Continue? YES//  Yes  (YES)

Select STATION NUMBER ('^' TO EXIT): ALTOONA VAMC//   <RET>    PA   503
. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .
. . . . . . . . . . . . . . .

Select Meal List Management Menu Option:
```

Glossary

Access/Verify Codes - Codes that uniquely identify the user to the computer system. Contact your Site Manager to be assigned codes. To ensure ADP security, you must keep your codes strictly confidential.

Award Codes - Unique codes that identify a particular Volunteer Award. For example, the code for 50 Hour Youth Award Pin is 00. A complete listing of all codes is maintained in the Voluntary Awards Codes file.

Combination Codes - A three-part code that indicates what organization the volunteer represents, what his work schedule is, and which service he is working for. Ex: 017Q142, where 017 represents the organization, Q a particular work schedule, and 142 a service.

Computed Field - A field whose value is calculated automatically based upon values in other fields. For example, AGE may be derived by the computer taking the current date minus a volunteer's date of birth.

Default - Sometimes you will see a prompt that already has an answer supplied for it. This answer is the most probable response to the prompt and is called a default. To accept a default, simply press the return key. However, you can always change the default by typing in an alternate response. In the example below, YES is a default.

                    WANT TO CONTINUE?   YES//

Field - An individual piece of information within a record such as a name, address, or date of birth. Collections of fields make up a record.

File - A collection of records that are all related by some common subject. For example, the Voluntary Master file contains records concerning medical center volunteers.

Multiple Field - A single field can sometimes contain more than one value. This special kind of field is called a multiple field. For example, the Combination Code field for volunteers is a multiple field since a volunteer can have more than one code.

Null Response - Sometimes indicated by double quotes(" "), it simply means to enter nothing. You can sometimes bypass a prompt or enter a null response by pressing the return key.

Occasional Volunteer - One-time volunteers who are not registered in the Master file. Their total hours worked are credited to the organization they represent.

Organization Code - A unique three-digit code that identifies a particular organization. For example, the code that represents the DAV is 017. These codes are contained in the Organization Code file.

Prompt - A prompt is a question displayed on the screen by the computer. The user responds to the prompt by entering information.

Pseudo Social Security Number - Some volunteers may not have, or not want to give you, their SSN. However, there are guidelines contained in this manual (See page 26) for creating a Voluntary Service SSN so that data can be transmitted correctly to the Austin AC.

Record - A collection of fields or pieces of information about a specific person or entry in a file. The time card for our fictional volunteer, Harriet Smith, might be a single record in the Time Card file.

Security Key - Many packages have what are called security keys to "lock" certain menu options. If a user does not hold the key, he cannot see any menu options that are associated with that key. Usually the Site Manager allocates keys to users.

Uneditable Field - Special fields containing very critical data are sometimes marked as uneditable. This means that the data usually cannot be changed by an ordinary user. Only IRM personnel or a user holding a special security key can change the data.

VA FileMan - A database management program written in the MUMPS programming language. Allows for the creation, editing, and maintenance of a system of files. FileMan was developed by the Department of Veterans Affairs and is used extensively by the DHCP `Volunteer Management` package.

Volunteer - A very special person who devotes their time and energy to making the Department of Veterans Affairs Medical Centers, and the world, a better place to live and work.

DHCP Transmission Check List
Time Cards (06)

Check off each step as you complete it.

If you do not receive a printout at each of the steps indicated below **STOP!** Something is wrong with the transmission process.

1. ___ All volunteer hours have been input into the program for the past month.

2. ___ Scan for >26 Daily Entries

3. ___ Do Roll up.

   ___ Roll up printout completed. (If **NO**, contact **IRM** Service immediately).

4. ___ Roll up printout checked for errors or needed changes.

5. ___ Print Transmission Preparation Listing.

   ___ Transmission Preparation Listing printout completed.
        (If **NO**, contact **IRM** immediately).

6. ___ Transmission Preparation Listing printout checked for needed additions,
        deletions, and corrections.

7. ___ Transmit time cards.

   ___ Transmission printout completed. (I **NO**, contact **IRM** immediately).

8. ___ MailMan messages received in mail basket listing ALL messages sent).

9. ___ Confirmation messages received from the Austin AC.
        (One confirmation message for each mail message sent).

   ___ Message numbers match on confirmation messages and mail messages.
        (If **NO**, contact **IRM** immediately).

DHCP Transmission Check List
Occasional Hours (07)

Check off each step as you complete it.

If you do not receive a printout at each of the steps indicated **STOP!** Something is wrong with the transmission process.

1. ___ All occasional hours have been input into the program for the last month.

2. ___ Print Occasional Time Sheet Preparation List.

___ Preparation List printout complete. (If **NO**, contact **IRM** immediately).

3. ___ Printout checked for errors and errors corrected.

4. ___ Transmit Occasional Time Sheet.

___ Transmission printout completed. (If NO, contact IRM immediately).

5. ___ MailMan messages received in mail basket listing ALL occasional time sheets sent to the Austin AC. (If **NO**, contact **IRM** immediately).

6. ___ Confirmation messages received from the Austin AC.
(One confirmation message for each mail message sent).

___ Message numbers match on confirmation messages and mail messages. (If **NO**, contact **IRM** immediately).

DHCP Transmission Check List
Master Record Changes

Check off each step as you complete it.

If each step does not function as indicated, S**TOP!** Something is wrong with the transmission process. Contact your IRM immediately.

1. ____   All Master Record Changes have been made.

2. ____   All changes have been marked for transmission.

3. ____   Transmit Master Record Changes.

4. ____   MailMan messages received in mail basket, listing all records transmitted to the   Austin AC.

5. ____   Confirmation messages received from the Austin AC.
            (One confirmation message for each mail message sent).

6. ____   Message numbers match on confirmation messages and mail messages.

Organization Codes

CODE	ORGANIZATION NAME	ABBR.	INACTIVE IN AUSTIN
001	American Gold Star Mothers	AGSM	No
002	American Legion	AMLE	No
003	American Legion Auxiliary	AMLX	No
004	American National Red Cross	ANRC	No
005	American Veterans Committee	AMVC	No
006	AMVETS	AMVT	No
007	AMVETS Auxiliary	AMVX	No
008	American War Mothers	AMWM	No
009	American Womans Volunteer Services	AMVS	No
010	Benevolent & Protective Order of Elks	ELKS	No
011	B'nai B'rith	BNBR	No
012	B'nai B'rith Women	BBWO	No
013	Catholic War Veterans	CWVE	No
014	Catholic War Veterans Ladies Auxiliary	CWVX	No
015	Nat. Soc. Daughter/American Revolution	DOAR	No
016	Daugh. Union Veterans of Civil War	DOUV	No
017	Disabled American Veterans	DAVE	No
018	Disabled American Veterans Auxiliary	DAVX	No
019	Gen. Fe. of Women Clubs	GFWC	No
020	Imp. Ben & Prot Ord. of Elks, World	IELK	No
021	Jewish War Vets of USA	JWVA	No
022	Jewish War Vets Auxiliary	JWVX	No
023	Marine Corps League	MACL	No
024	Marine Corps League Auxiliary	MCLX	No
025	Masonic Service Association, USA	MSAA	No
026	Military Order of the Cootie	COOT	No
027	Military Order of the Cootie Auxiliary	COOX	No
028	Military Order of the Purple Heart	MOPH	No
029	Military Order of the Pruple Heart Aux.	PHAA	No
030	Archdiocese for the Military Service	AMSU	No
031	Mat. Fed. of Music Clubs	NFMC	No
032	Nat. Jewish Welfare Board	NJWB	No
034	National Service Star Legion	NSSL	No
035	National Women Relief Corps	NWRC	No
036	Navy Mothers' Club	NMCA	No
037	Polish Legion, Ladies Auxiliary	PLAX	No
038	The Salvation Army	SAAR	No
039	Supreme Cootiette Club	SCCU	No
040	United Spanish War Veterans	USWV	No
041	Spanish War Veterans Auxiliary	SWVX	No

042	United Voluntary Service	UNVS	No
043	Veterans of Foreign Wars	VFWA	No
044	Veterans of Foreign Wars Auxiliary	VFWX	No
045	Veterans of WWI, USA	WWIV	No
046	Veterans of WWI, USA Auxiliary	WWIX	No
057	American War Dads	AMWD	No
058	American War Dads, Auxiliary	AWDA	No
059	Blue Star Mothers	BLSM	No
060	Fleet Reserve Auxiliary	FLRX	No
061	Forty & Eight	FOEI	No
062	Military Order of Lady Bugs	MOLB	No
063	Mothers of WWII	WWII	No
064	Order of Eastern Star	ODES	No
065	Polish Legion of American Veterans	PLAV	No
066	US Army Mothers	USAM	No
067	WAC - Veterans Association	WACV	No
078	Unaffiliated Volunteer	UNAF	No
079	Air Force Mothers Club	AFMC	No
080	Altrusa Club	ALTR	No
081	American Association of Retired Persons	AARP	No
082	Alcoholics Anonymous	ALAN	No
083	Allied Council Veterans Organization	ACVO	Yes
084	American Camp & Hospital Service	ACHS	No
085	American Overseas Association	AMOA	No
086	American Federation of Musicians	AFOM	Yes
087	American Association of Women	AAOW	No
088	Anc. Mystic Order, Sahar	AMOS	Yes
089	Army-Navy Union	ANUN	No
090	Army-Navy Union Auxiliary	ANUX	No
091	Bell Telephone Company	BTEL	No
092	Biloxi Recreation Ctr.	BIRC	Yes
093	Blinded Veterans Association	BLVA	No
094	B'nai Israel Sisterhood	BISI	No
095	Board of Education	BOED	No
096	Boy Scouts of America	BSOA	No
097	Bus. & Prof. Business Womens Clubs	BPWC	No
098	Campfire Youth	CFGI	No
099	Catholic Daughters	CDOA	No
100	Catholic Youth Organization	CYOR	Yes
101	Candy Stripers	CAST	Yes
102	Center for Voluntary Action	CFVA	No
103	Charlotte Baruth Association	CBAS	Yes
104	Chinar Grotto	CHGR	Yes
105	Comm. Welfare Planning	COWP	Yes

106	Communications Corps	CCUS	No
107	Colonial Dames	CDCE	No
108	Crise Club	CRCL	Yes
109	Colleges	COLL	No
110	Dads of Foreign Service	DFSV	No
111	Daughters of Isis	ISIS	No
112	Daughters, Colonial Dames	DOCD	No
113	Daughters of the Faith	DOTF	Yes
114	Daughters of the American Colonists	DOAC	No
115	Daughters of 98	DONE	No
116	Daughters of Penelope	DOPE	No
117	Daughters of Isabella	DOIS	No
118	Defense Personnel Supply Center	DPSC	No
119	Degree of Honor	DEOH	No
120	Degree of Pocahontas	DEOP	No
121	Dessert Vocaliers	DESS	Yes
122	Eagles	EAGL	No
123	Eagles Auxiliary	EAGX	No
124	Elks Does (BPOE Does)	ELKD	No
126	Emblem Clubs	EMCL	No
127	Exchange Club	EXCL	No
128	Farm Bureau	FABU	No
129	Fathers Auxiliary to the VFW	FATV	No
130	Fed. of all Veterans	FOAV	Yes
131	Fleet Reserve Association	FLRA	No
132	Fifty-Two Association	FTAS	No
133	Association Auxiliary	ASAX	Yes
134	4-H Clubs	FOUR	No
135	Franco-American War Vets	FAHV	No
136	Fred Wiesen Phil. Group	FWPG	Yes
137	Fraternities	FRAT	No
138	Girl Scouts of America	GSOA	No
139	Gold Star Mothers	GOSM	No
140	Gold Star Utd, American Dads	AGSD	Yes
141	Gold Star Wives, Amer.	GSWA	No
142	Grand Army of the Republic	AGIR	Yes
143	Garden Clubs (Local)	FOGC	No
144	Federation of Garden Clubs	LOGC	No
145	Honor Society Women Legion	HSWL	No
146	Hammond Organ Society	HAOS	Yes
147	ITEX Corporation	ITEX	Yes
148	Improved BPOE (Elks) Auxiliary	IBPX	No
149	Italian-American War Veterans	IAWW	No
150	Italian-American War Veterans Auxiliary	IAVX	No

151	Jack and Jill of America	JAJA	No
152	Jaycettes	JAYC	No
153	Joyce Kilmer Kanteen	JOKK	Yes
154	Junior Leagues	JRLE	No
155	Key Clubs	KEYC	No
156	Knights of Columbus	KOFC	No
157	Knights of Pythias	KOFP	No
158	Ladies , Grand Army of the Republic	LGAR	No
159	La Societe of Femme	LSOF	No
160	Legion of Honor	LEOH	No
161	Lions Club	LION	No
162	Loyal Order of the Moose	LOOM	No
163	Moose, Auxiliary	LOMX	No
164	Urban Leagues	URLE	No
165	Marine Corps Reserve	MACR	No
166	Masons	MASO	No
167	Military Order of the Louse	MOTL	No
168	Mothers of Marines	MOMS	No
169	Happy Gang	HAPP	Yes
170	29th Division Association	DIVI	No
171	Veterans Club	VECL	No
172	NCO Association	NCOA	No
173	Goodwill Club, Inc.	GOCI	Yes
174	Society of the 28th Division	SODI	No
175	Dunbar Volunteers	DUNB	No
176	Yankee Division	YANK	No
178	65th Infantry Ret. Association	INRA	No
179	National Health Association	NAHA	Yes
180	National Federation of Temple Sisterhood	NFTS	Yes
181	N.A.A.C.P.	NACP	No
182	National Letter Carriers Auxiliary	LCAX	Yes
183	N. Amer. Benefit Association	NABA	Yes
184	National Secretaries Association	NASA	Yes
185	National Coun./Negro Women	NCNW	No
186	Native Sons/Golden W.	NSGW	No
187	Navy Club of the USA	NACA	No
188	Navy Club, Auxiliary	NACX	No
189	Navy League	NALE	Yes
190	Oddfellows	ODDF	No
191	Off. of Veterans Affairs	OOVA	Yes
192	Old Guard	OLGU	Yes
193	Order of Rebekah	ORRE	No
194	Paralyzed Veterans of America	PAVA	No
195	Paralyzed Veterans Auxiliary	PAVX	Yes

196	Pen. Xmas Comm. Hosp/Vet	PCCH	Yes
197	Philadelphia USAAC	PLUS	Yes
198	Pythian Sisters	PHSI	No
199	Quota Clubs	QUOT	No
200	Rainbow Division Vets	RADV	No
201	Rainbow Division Association	RADA	No
202	Royal Canadian Legion Auxiliary	RCLA	No
203	Royal Neighbors, Amer.	RNOA	No
204	Rotary Clubs	ROTC	No
205	Reserve Officers Association (Ladies)	ROAA	Yes
206	Roanoke Area TB Association	ROTB	No
207	Florist Associations	FLAS	No
208	Retired Officers Association	REDA	No
209	Retired Federal Service Employees	RFSE	No
210	Woman's Missionary Society	WOMS	Yes
211	Church Women United	CHWU	No
212	Christ. Coun., Atlanta	CCMA	Yes
213	James 18, Presb. Church	JIPC	No
214	Women's Association for Christ	WSCS	No
215	Federation of Lutheran Women	FOLW	Yes
216	Reogranized Latter Day Saints	RLDS	No
217	Coun. Prot.	CPCW	Yes
218	Minsterial Alliance	MIAL	No
220	Methodist Youth Clubs	MEYC	No
221	Jewish Community Clubs	JECL	Yes
222	Lutheran Mission Auxiliary	LUMA	No
223	Coun. of Jewish Women	COJW	No
224	Jewish Armed Svcs Com.	JASC	No
225	Cane Creek Baptist Association	CCBA	No
226	Lutheran Men's Association	LUME	No
227	Episcopal Diocese SW. VA.	EDSV	Yes
228	St. John's Lutheran Church	SJLC	Yes
229	Jewish Community Center	JECC	Yes
230	St. Mark's Episcopal Church	SMEC	Yes
231	St. Paul's 1st Lutheran Church	SPFL	Yes
232	Cumberland Prest. Ch.	CUPC	Yes
233	LA. Baptist Conv. Dist.	LBCD	Yes
234	Temple Church Women	TECW	Yes
235	St. Mark's Baptist Church	SMBC	Yes
236	Beverly Hills Baptist Church	BHBC	No
237	Westminister Prest. Church	WEPC	No
238	Derby Church of Christ	DCOC	Yes
239	Milwaukee Archdiocese Council	MIAC	No
240	National Council of Catholic Women	NCCW	No

241	Wichita Council of Churchs	WCOC	Yes
242	Second Division Association	SIHD	No
243	Sons of Union Vets/Auxiliary	SVCW	No
244	Stellar Lunar Found	STEE	Yes
245	Submarine Vets fo WW2	SVWW	No
246	Subs. Vets. WWII, Auxiliary	SVWX	No
247	Grandmothers Club	GRAN	Yes
248	National Federation of Grandmothers	GRNF	No
249	Senior Citizens Clubs	SECC	No
250	Telephone Pioneers	TELE	No
251	Tri-State Entertainment	TSEC	No
252	TB & Respiratory Disease	TBRE	Yes
253	United American Veterans Auxiliary	UAVA	Yes
254	UTD daughters, Confed.	UDOC	No
255	U.S.O.	USOS	No
256	USMC & Naval Reserves	USMN	Yes
257	United Veterans Association Auxiliary	UVAA	No
258	United Veterans Association	UNVA	No
259	Teamsters Unions	TEAM	No
260	United Auto Workers	AUTO	No
261	AFL-CIO	AFLC	No
262	AFGE Lodge	AFGE	Yes
263	Inter. Assoc. Machinists	IAOM	Yes
264	VHR & Guild	VHRI	No
265	Veterans Service League	VESO	Yes
266	Veterans Service Organization	VESO	Yes
267	Veterans Association	VEAS	No
268	Volunteer Bureau	VOLB	No
269	Vol. & Info. Agency	VOIA	No
270	Walmer, Inc	WALM	Yes
271	Local Women's Clubs	LOWC	No
272	Y.W.C.A.	YWCA	No
274	Air Forc Sergeants Association	AFSA	No
275	Air Forc Sergeants Association Auxiliary	AFSX	No
276	Kiwanis International	KIWI	No
277	Retired Senior Volunteer Program	RSVP	No
278	Help Hospitalized Veterans	HTHV	Yes
279	American Ex-Prisoners of War	XPOW	No
280	Pilot Club International	PICL	No
281	Women Marines Association	WMAS	No
282	Vietnam Veterans of America	VVOA	No
283	Pearl Harbor Survivors Association	PHSA	No
284	Air Force Association	AFCA	No
286	National Society of Sons of Amer. Revol.	SOAR	No

301	Senior Companion Program	SCPO	No
303	Sons of the American Legion	SOAL	No
305	Destroyer Escort Sailors A ssociation	DESA	No
307	United Ostomy Association	TUOA	No
309	The Holiday Project	THPP	No
311	Under 30 Volunteer Project	COOR	No
313	HVWP - Veteran's Voices	HVWP	No
315	BVL Fund	BVLF	No
317	Korean War Veterans Association	KWVA	No
319	WAVES National	WAVE	No
320	Gay, Lesbian & Bisexual Vets of Amer.	GLBV	No
321	United Students for Veterans' Health	USVH	No
400	Youth Volunteers	YVOL	No

Service Assignment Codes

CODE	USING SERVICE/SUBDIVISIONS	ABBREVIATION
000	Office of the Director	ODIR
000T	Office of the Director - Comm.. Service	ODIR(T)
004	Fiscal Service	FISC
004T	Fiscal Service - Comm.. Service	FISC(T)
005	Human Resources Management Service	HRMS
005T	Human Resources Mgmt. Serv. - Comm.. Serv.	HRMS(T)
011	Office of Chief of Staff	OCOS
011C	Recreation Therapy Section	OCOS(C)
011T	Recreation Therapy Section - Comm.. Service	OCOS(T)
041	Cemetery Service	CEMM
100	Information Resource Management Service	IRMS
100T	IRM - Community Service	IRM(T)
108	Chaplain Service	CHAP
108E	Chaplain Service Escort	CHAP(E)
108T	Chaplain Service - Community Service	CHAP(T)
111	Medical Service	MEDS
111T	Medical Service - Community Service	MEDS(T)
112	Surgical Service	SURG
112T	Surgical Service - Community Service	SURG(T)
113	Pathology & Laboratory Medicine Service	PLMS
113T	Path. & Lab. Med. Service - Community Service	PLMS(T)
114	Radiology Service	XRAY
114T	Radiology Service - Community Service	XRAY(T)
115	Nuclear Medicine Service	NUCL
115T	Nuclear Med. Service - Community Service	NUCL(T)
116	Psychiatry Service	NPSV
116T	Psychiatry Service - Community Service	NPSV(T)
116V	Veterans Outreach Center	NPSV(V)
117	Physical Medicine & Rehabilitation Service	PMRS
117A	Corrective Therapy	ORMS(A)
117B	Physiotherapy	ORMS(B)
117D	Manual Arts Therapy	ORMS(D)
117E	Educational Therapy	ORMS(E)
117F	Occupational Therapy	ORMS(F)
117T	Physical Med. & Rehab. Serv.- Comm. Serv	ORMS(T)
118	Nursing Service	NURS
118E	Nursing - Escort	NESC
118H	Nursing Home Care Unit	NHCU
118T	Nursing Service - Community Service	NURS(T)
119	Pharmacy Service	PHAR

119T	Pharmacy Service - Community Service	PHAR(T)
120	Dietetic Service	DIET
120T	Dietetic Service - Community Service	DIET(T)
121	Prostetics & Sensory Aids Service	PROS
121T	Prost. & Sens. Aids Serv. - Community Service	PROS(T)
122	Social Work Service	OSWS
122S	Senior Companions	SCPG
122T	Social Work Service - Community Service	OSWS(T)
123	Optometry Service	OPTO
123T	Optometry Service - Community Service	OPTO(T)
126	Audiology & Speech Pathology Service	ASPS
126T	A&S - Community Service	ASPS(T)
127	Neurology Service	NEUR
127T	Neurology Service - Community Service	NEUR(T)
128	Spinal Cord Injury Service	SCIS
128T	Spinal Cord Injury Service - Community Service	SCIS(T)
129	Podiatry Service	PODT
129T	Podiatry Service - Community Service	PODT(T)
132	Recreation Therapy Service	RECS
132T	Recreation Therapy Service - Community Serv.	RECS(T)
133	Canteen Service	CANT
133T	Canteen Service - Community Service	CANT(T)
134	Acquistion & Materiel Management Service	AMMS
134B	A&MMS - Material Management	AMMS(B)
134C	A&MMS - Acquisition Section	AMMS(C)
134D	A&MMS - Warehouse	AMMS(D)
134E	A&MMS - SPD	AMMS(E)
134T	Acquistion & Materiel Mgmt Serv. - Comm. Ser.	AMMS(T)
135	Voluntary Service	VAVS
135A	VAVS Advisory Committee Meeting	VAVS(A)
135B	Voluntary Service - Office Assistance	VAVS(B)
135E	Voluntary Service - Escort	VAVS(E)
135M	VAVS Committee Assignments	VAVS(M)
135R	Voluntary Service - Diversional Activities	VAVS(R)
135T	Voluntary Service - Community Service	VAVS(T)
136	Medical Administration Service	MADS
136A	MAS - Ambulatory Care	MADS(A)
136B	MAS -- Office Operations	MADS(B)
136C	MAS - Ward/Record Support	MADS(C)
136D	MAS - Medical Information Section	MADS(D)
136F	MAS - Fee Basis	MADS(F)
136T	MAS - Community Service	MADS(T)
137	Environmental Management Service	OEMS
137T	Environmental Mgmt Serv. - Comm. Service	OEMS(T)

138	Engineering Service	ENGR
138T	Engineering Service - Community Service	ENGR(T)
139	Security Service	SECR
139T	Security Service - Community Service	SECR(T)
142	Library Service	LIBR
142T	Library Service - Community Service	LIBR(T)
143	Medical Illustration Service	MDIL
143T	Medical Illustration Service - Comm. Service	MDIL(T)
151	Research Service	RESE
151T	Research Service - Community Service	RESE
160	Dental Service	DENT
160T	Dental Service - Community Service	DENT(T)
170	Outpatient Service	OPSV
170T	Outpatient Service - Community Service	OPSV(T)
181	Domiciliary Service	DOMS
182	GRECC	GREC
190	Psychology Service	PSYC
190T	Psychology Service - Community Service	PSYC(T)
199	Hospice	HOSP
200	Veterans Benefits	DVBR
250	Extended Care	EXTC
250A	Adult Day Care	ALDC
250D	Day Hospital	DAHS
250H	Hospital Based Home Care	HBHC
260	Mobile Health Care	MOHC
500T	DAV Transportation Network	VADA(T)
771	Regional Office, Region 1	REOF
772	Regional Office, Region 2	REOF
773	Regional Office, Region 3	REOF
774	Regional Office, Region 4	REOF
775	Regional Office, Region 5	REOF
776	Regional Office, Region 6	REOF
777	Regional Office, Region 7	REOF

Scheduled Workday Codes

CODE	DAYS	APPEARS AS
M	Monday	M
G	Monday, Tuesday	MT
O	Monday, Tuesday, Wednesday	MTW
Z	Monday, Tuesday, Wednesday, Thursday	MTWTH
5	Monday, Tuesday, Wednesday, Thursday, Friday	MTWTHF
R	Monday, Tuesday, Thursday	MTTH
8	Monday, Tuesday, Thursday, Friday	MTTHF
S	Monday, Tuesday, Friday	MTF
H	Monday, Wednesday	MW
D	Monday, Wednesday, Thursday	MWTH
7	Monday, Wednesday, Thursday, Friday	MWTHF
U	Monday, Wednesday, Friday	MWF
I	Monday, Thursday	MTH
V	Monday, Thursday Friday	MTHF
J	Monday, Friday	MF
9	Monday, Tuesday, Wednesday, Friday	MTWF
T	Tuesday	T
K	Tuesday, Wednesday	TW
E	Tuesday, Wednesday, Thursday	TWTH
6	Tuesday, Wednesday, Thursday, Friday	TWTHF
4	Tuesday, Wednesday, Friday	TWF
L	Tuesday, Thursday	TTH
3	Tuesday, Thursday, Friday	TTHF
B	Tuesday, Friday	TF
W	Wednesday	W
N	Wednesday, Thursday	WTH
Y	Wednesday, Thursday, Friday	WTHF
0	Wednesday, Friday	WF
X	Thursday	TH
C	Thursday, Friday	THF
F	Friday	F
&	Friday, Saturday	FS
*	Monday, Thursday, Saturday	MTHS
+	Tuesday, Thursday, Saturday	TTHS
%	Tuesday, Saturday	TS
#	Monday, Wednesday, Saturday	MWS
/	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	MTWTHFS
P	Saturday	S
2	Saturday, Sunday	SSU
A	Sunday	SU
Q	Rotating Days	Rotate
1	Inactive Combination	Inactive

Award Codes

CODE	NAME	REQUIRED HOURS
00	50 Hour Youth Award, Yellow Rocker Pin	50
02	100 Hour Award, White Rocker Pin	100
03	150 Hour Youth Award, Yellow Rocker Pin	150
04	300 Hour Award, White Rocker Pin	300
05	300 Hour Youth Award, Yellow Rocker Pin	300
06	500 Hour Award, White Rocker Pin	500
07	750 Hour Award, White Rocker Pin	750
08	1,000 Hour Award, White Rocker Pin	1,000
12	1,750 Hour Award, Red Rocker Pin	1,750
14	2,500 Hour Award, Red Rocker Pin	2,500
15	3,750 Hour Award, Red Rocker Pin	3,750
16	5,000 Hour Award, Red Rocker Pin	5,000
17	6,250 Hour Award, Green Rocker Pin	6,250
18	Dedicated Service Award Plaque and Pin	7,500
19	8,750 Hour Award Plaque and Pin	8,750
20	Silver Bowl Honor Award and Pin	10,000
21	12,500 Hour Award, Blue Rocker Pin	12,500
22	Exceptional Honor Medallion Award and Pin	15,000
23	17,500 Hour Award, Blue Rocker Pin	17,500
24	James H. Parke Achievement Silver Tray and Pin	20,000
25	22,500 Mantel Clock and Pin	22,500
26	25,000 Hour Award	25,000
27	27,500 Hour Award	27,500
28	30,000 Hour Award	30,000
29	32,500 Hour Award	32,500
30	35,000 Hour Award	35,000
31	37,500 Hour Award	37,500
32	40,000 Hour Award	40,000
33	42,500 Hour Award	42,500
34	45,000 Hour Award	45,000
35	47,500 Hour Award	47,500
36	50,000 Hour Award	50,000
50	Secretary's Award	0

Error Message Codes

CODE   MESSAGE TEXT

01 Invalid Transaction Type Code
02 Invalid Medical Center Number
03 Invalid Social Security Number
04 Street Address Not Left Justified
05 City Not Left Justified
06 Invalid State Code
07 Invalid ZIP Code
08 Invalid Sex Code
09 Invalid Birth Date
10 Invalid Entry Date
11 Invalid Termination Date
12 Invalid First or Fourth Combination
13 Invalid Second or Fifth Combination
14 Invalid Third or Sixth Combination
15 Invalid Years of Service
16 Invalid Total Cumulative Hours
17 Invalid Last Award Hours
18 Invalid Last Award Mo/Yr
19 Last Name Not Left Justified
20 First Name Not Left Justified
21 Invalid Hospital Use Only Code
22 Invalid Month
23 Invalid Year
24 Invalid Date Blocks
25 Invalid Number in Group
26 Invalid Total Hours
27 Invalid Date
28 Birth Date Not Consistent With Sex Code
29 Incomplete Combination
30 Invalid or Missing 01-02 Combination
31 Invalid or Missing 01-02-05 Combination
32 Duplicate Transactions
33 Duplicate Combinations
34 Days in Month Exceeded
35 Organization-Schedule-Service Codes Invalid
36 Organization And/Or Service Code Invalid
37 Duplicate Timecard
40 Invalid Deletion Record - No matching master record
41 Invalid Transaction Type 01 Record - A master record has already been established for this social security number
42 Reserved
43 Invalid Transaction Type 02 Record - Master record has already been established for this social security number
44 Reserved
45 Invalid Transaction Type 05 Record - Master record has already been established for this social security number
46 Invalid Transaction Type 03 Record - No matching master record

47 Invalid Transaction Type 03 Record - The master record for this social   security number has been terminated

48 Invalid Transaction Type 03 Record - The master record for this social   security number is already active

49 Invalid Transaction Type 04 Record - No matching master record

50 Invalid Transaction Type 04 Record - The master record for this social   security number has been terminated

51 Invalid Transaction Type 10 Record - No matching master record

52 Invalid Transaction Type 10 Record - The master record for this social   security number has been terminated

53 Invalid Transaction Type 08 - No matching master record

54 Invalid Transaction Type 08 Record - The master record for this social   security number has been terminated

55 Invalid Transaction Type 11 Record - No matching master record

56 Invalid Transaction Type 11 Record - The master record for this social   security number has been terminated

57 Invalid Transaction Type 06 Record - No matching master record

58 Invalid Transaction type 06 Record - The matching master record for this social security number has been terminated

59 Invalid Transaction Type 06 Record - No matching organization/assignment combination on the master record

60 Duplicate - combination already in master file

61 The month to be back dated is more than 12 months old

62 Volunteer's cumulative hours do not qualify for this award

63 Master record already contains six combinations

64 This transaction deletes all the combinations in the master record

65 This transaction is not compatible with the other transactions for this social   security number

Volunteer Timekeeping Activity Package Menus

Daily Timekeeping Menu
    Post Volunteer Hours Menu
        Single Day Postings
        Multiple Postings for One Volunteer
    Edit Daily Timekeeping Activity
    Remove Single Daily Time Activity Record
    View Daily Entries
    Delete All Daily Entries THRU One Month
    Occasional Volunteer Timekeeping Master Menu
        Post Occasional Volunteer Time Sheet Entry
        Edit Occasional Volunteer Time Sheet Entry
        Delete A Single Time Sheet Entry
        Purge Occasional Time Sheet Entries

Master File Maintenance Menu
    Register/Edit Volunteer in Master File
    Volunteer Name Edit
    Add/Edit Combinations
    Delete A Combinations
    Edit Austin Award/Hours Information
    Mark Master Record For Transmission To Austin
    Unmark Master Record For Transmission
    Master Record Display/Print
    Boy/Girl - Male/Female Automatc Update
    Print Volunteer Address Labels
    Telephone List of Volunteers
    View Pending Master Record Updates

Time Card Maintenance Menu
    Create Time Card
    Edit Time Card
    Merge Two Time Cards
    Suspend Transmission Of Time Card
    Release Suspended Time Card
    Delete Suspended Time Card
    Award Code Menu
        Award Code To Single Time Card
        Loop Thru Time Cards For One Month
    Backdate Menu
        Backdate A Single Time Card
        Loop And Backdate All Cards For One Month

Transmission Menu
    Preparation Activities Menu
        Scan for >26 Daily Entries
        Roll Up Daily Record Hours
        Print Transmission Preparation Listing (PT)

Transmission Menu (cont.)
        Print Occasional Time Sheet Preparation List (PO)
        Mark Time Card For Re transmission (MO)
        Mark Occasional Time Sheet For
    Retransmission(MO)
    Transmission Activities Menu
        Time Card Transmission (06's)
        Occasional Hours Time Sheet Transmission (07's)
        Master Record Changes Transmission (88's)

Auto Log-in Management Menu
    Start Volunteer Log-in Program
    Halt Volunteer Log-in Program
    Transfer Time To Daily Time File
    List of Volunteers Who are Logged In

Reports Menu
    Timekeeping Reports Menu
        Detailed Organization Listing
        Service Detail Listing (SD)
        Organization Summary Report
        Service Summary Report (SS)
        Individual Organization Detail Listing
        Print Selected Service Detail Listing
        Weekly Work Summary for Voluntary Service
    Occasional Hours Reports Menu
        Time Sheet Listing - by Date
        Organization Report
        Service Report
        Selected Organizations Print

User Utility File Maintenance Menu (Locked)
    Award Codes Add/Edit (AC)
    Add/Edit Site Parameters (AE)
    Schedule Workdays Add/Edit (SW)
    Service Assignment Add/Edit (SA)
    Organization Codes Add/Edit

Meal List Management Menu (Locked)
    Add Volunteer to Meal List
    Delete Meal List Entry for TODAY
    Generate Canteen Meal Form
    Print/Display Meal List
    Purge Old Meal Ticket/List Entries